Hayworth College

Queens College of Charlotte

1999–2000 Catalog

July 1999

Volume 21

DIRECTIONS TO QUEENS COLLEGE

FROM I-85 AND THE AIRPORT

Take Billy Graham Parkway exit, South. At the intersection of the Parkway and S. Tryon the name of the Parkway changes to Woodlawn Road. Continue on Woodlawn Road to Selwyn Avenue. There is a Queens College sign just before Selwyn. Turn left on Selwyn Avenue to Queens College.
Turn left into the horse-shoe driveway.

FROM I-77

Take Woodlawn/Queens College exit, South. Continue on Woodlawn to Selwyn Avenue. There is a Queens College sign just before Selwyn.
Turn left onto Selwyn Avenue to Queens College.
Turn left into the horse-shoe driveway.

For more information, call 704/332-2314.

www.queens.edu

QUEENS COLLEGE
PAULINE LEWIS HAYWORTH COLLEGE

1999-2000 CATALOG

UNDERGRADUATE PROGRAMS

Bachelor of Arts Degree (BA)

Accounting
American Studies
Business Administration
Computer Information Systems
English
Organizational Communication
Psychology
Radiologic Technology

Bachelor of Science in Nursing Degree (BSN)

Nursing

GRADUATE PROGRAMS

Education

Master of Arts in Teaching (MAT)
Postbaccalaureate Teacher Certification

Nursing

Master of Science in Nursing (MSN)
Nursing Management Certificate

Organizational Communication

Master of Arts (MA)
in Organizational Communication

Volume 21 • Number 1 • July 1999

Queens College adheres to the principle that all persons shall have equal opportunity and access to its educational facilities, activities and employment. It does not discriminate on the basis of race, sex, creed, age, ethnic or national origin, or handicap in the administration of its educational policies, admissions policies, scholarship or loan programs, and athletic and other college-administered programs.

ACADEMIC CALENDAR 1999-2000

The Hayworth College operates under a trimester calendar. The academic year includes two 15-week terms and a 12-week summer term. The College of Arts and Sciences (CAS) and McColl School of Business (MSOB) operate on different calendars, which can be found in their Catalogs.

	UNDERGRADUATE CLASSES		**GRADUATE CLASSES**
TERM I (Fall '99)	**Day Classes (M-F before 5pm)**	**Evening & Weekend Classes**	**All Graduate Classes**
Classes Begin	Wed. Aug. 25	Tues. September 7	Tues. September 7
Drop/Add Ends	Wed. Sept. 1	Tues. September 21	Tues. September 21
Last day to Withdraw from a course or change PN to a grade	Tues. Oct. 19	Tues. Oct. 19	Tues. Oct. 19
Thanksgiving Break	Mon.Nov.22 - Nov 28	Tues. Nov. 23 - Nov. 28	Tues. Nov. 23 - Nov. 28
Classes Resume	Mon. Nov. 29	Mon. Nov. 29	Mon. Nov. 29
Last Class	Tues., Dec. 7	Thurs. Dec. 9	Thurs. Dec. 9
Examination Period	Dec. 9-15	Dec. 10-16	Dec. 10-16
TERM II (Spring '00)	**Day Classes (M-F before 5pm)**	**Evening & Weekend Classes**	**All Graduate Classes**
Classes Begin	Wed. Jan.12	Fri. Jan.14	Fri. Jan.14
Drop/Add Ends	Wed. Jan 19	Fri. Jan 28	Fri. Jan 28
Last day to Withdraw from a course or change PN to a grade	Tues. March 7	Tues. March 7	Tues. March 7
Spring Break	March 13-18	March 13-18	March 13-18
Classes Resume	Mon. March 20	Mon. March 20	Mon. March 20
Easter Holidays	April 21-22	April 21-22	April 21-22
Easter	April 23	April 23	April 23
Last Class	April 25	April 22	April 22
Examination Period	April 27-May 3	April 24-29	April 24-29
Hayworth College Awards Ceremony	7:00 p.m., Thursday May 4		
Baccalaureate	4:00 p.m., Friday May 5		
Commencement	10:00 a.m. Saturday, May 6		

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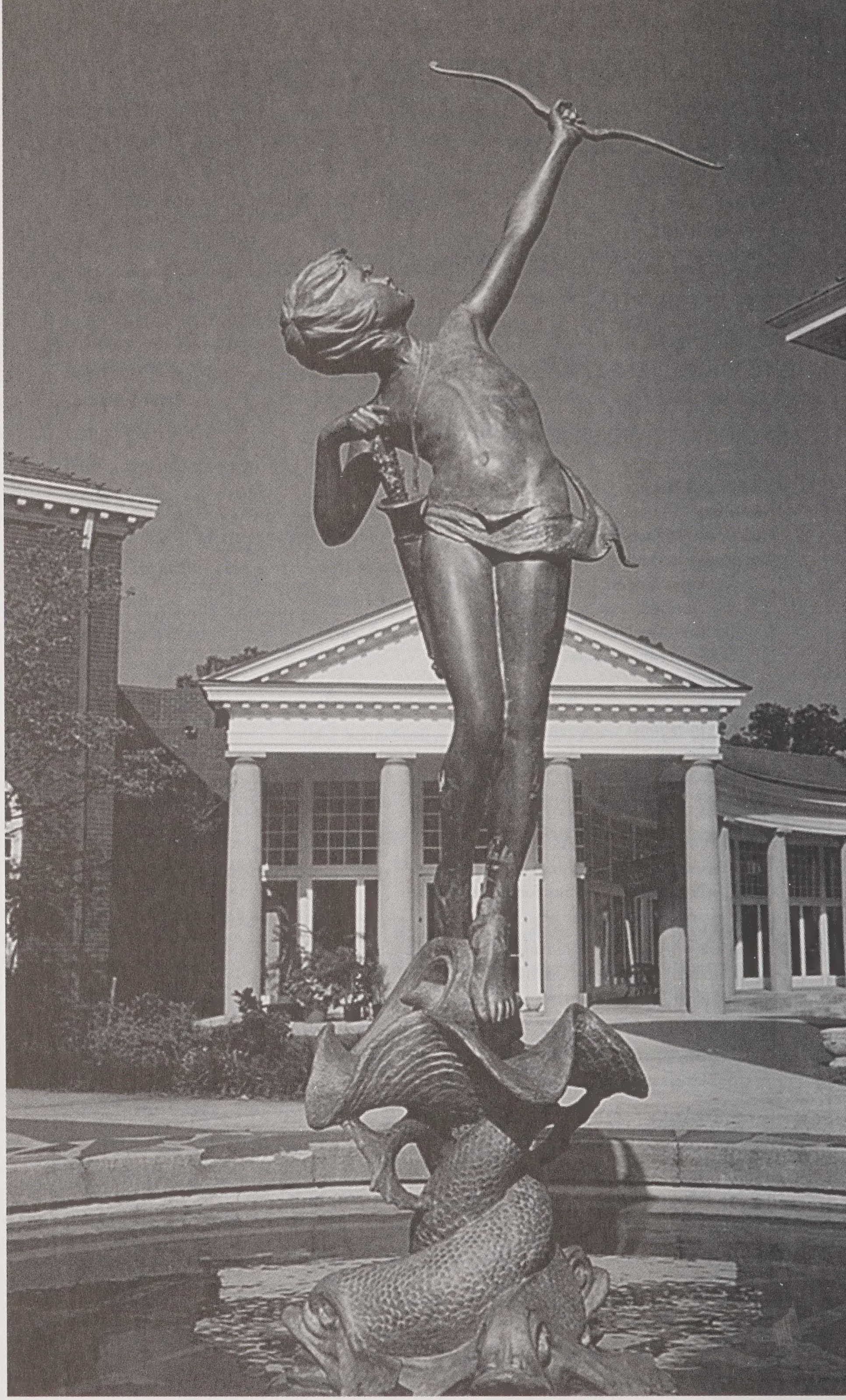


INTRODUCTION TO QUEENS COLLEGE

Located in a pleasant and historic residential area of Charlotte, North Carolina, Queens College is a private college with close ties to the Presbyterian Church. Since its founding in 1857, Queens has evolved into a diversified institution of higher education serving a variety of learners. Some 1,600 degree-seeking men and women of all ages are enrolled in Queens through:

- **College of Arts and Sciences,** a coed undergraduate program that emphasizes the traditional liberal arts;
- **Pauline Lewis Hayworth College,** which provides both undergraduate and graduate programs for working men and women who want to earn bachelors and masters degrees by taking classes in the evenings or on weekends; and
- **The Hugh L. McColl Jr. School of Business,** offering courses leading to the Master of Business Administration degree in both traditional and executive formats. The McColl School also provides majors for the College of Arts and Sciences and Hayworth College.
- In addition, **Queens Continuing Education** provides life-long learning opportunities through a non-degree program which offers a wide variety of personal and professional enrichment courses for the Charlotte community.

This Catalog describes the undergraduate and graduate programs of the Hayworth College. Separate catalogs describe the College of Arts and Sciences and the McColl School of Business Graduate Programs.

STATEMENT OF PURPOSE

Queens College, private and Presbyterian, is a diversified, co-educational, liberal arts college. The college is a community of learning which engages students in the concepts of a liberal education and its methods of inquiry, fosters an appreciation for intellectual discipline, prepares students as responsible and productive citizens and challenges them to a life of intellectual curiosity and moral vision. To achieve this purpose, Queens integrates the human experience through an interdisciplinary approach to learning which emphasizes knowledge, creativity and critical thinking. Within the context of the Judeo-Christian heritage, Queens College seeks coherence among liberal learning, cultural awareness and international understanding, career preparation and ethical sensitivity.

ACCREDITATION

Queens College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: telephone number 404-679-4501) to award the following degrees: Bachelor of Arts (BA), Bachelor of Music (BM), Bachelor of Science (BS), Bachelor of Science in Nursing (BSN), Master of Business Administration (MBA), Master of Arts in Teaching (MAT), and the Master of Science in Nursing (MSN).

- The business programs in the McColl School of Business are nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- The National Council for Accreditation of Teacher Education (NCATE) and the North Carolina Department of Public Instruction have fully accredited the education program.

- The nursing program is accredited by the National League for Nursing and is approved by the North Carolina State Board of Nursing.
- The National Association of Schools of Music and the National Association of Music Therapy have accredited the college's programs in music.
- Queens College is a member of the Conference of Southern Graduate Schools and is approved for veterans' education.

HAYWORTH COLLEGE

Within the overall purpose of Queens College, the goals of Hayworth College are to provide undergraduate and graduate education within a liberal arts framework, and opportunities for continuing education, to non-traditional students in the Charlotte community.

Undergraduate Programs

Hayworth College offers evening and weekend classes leading to the Bachelor of Arts degree with majors in accounting, American studies, business administration, computer information systems, English, organizational communication, psychology, and radiologic technology; and to the Bachelor of Science in Nursing degree. The Bachelor of Arts degree with a major in business administration or organizational communication can be completed entirely through weekend classes.

Graduate Programs

Graduate programs provide advanced, specialized education which prepares students for professional careers. They also seek to develop personal and professional values that are necessary for responsible citizenship. Graduate Programs in Hayworth College lead to the Master of Arts Degree in Organizational Communication, the Master of Arts in Teaching in Elementary Education, post-baccalaureate teacher certification, and the Master of Science in Nursing.

HISTORY OF QUEENS COLLEGE

Queens was founded in 1857 and in 1914 moved to its present campus in the Myers Park residential area. In 1930, Queens became related to the Presbyterian Church, and now has ties to both the South Atlantic and the Mid-Atlantic synods.

In 1979 the traditional liberal arts college at Queens was named The College of Arts and Sciences. This program became coeducational in 1987. In 1979, New College, the forerunner to the Hayworth College, was inaugurated as a coeducational evening program designed for working adults. In 1995 New College was renamed the Pauline Lewis Hayworth College.

Queens' first masters degree program, the master of business administration, was begun in the spring of 1980. The master of arts in teaching was added in 1992. The Hugh L. McColl Jr. School of Business was established in 1993 to unify and strengthen the college's programs in accounting and business administration. The master of science in nursing was added in 1998, and the master of arts in organizational communication was added in 1999.

THE LEARNING SOCIETY OF QUEENS COLLEGE

Through the Learning Society, Queens students have the opportunity to meet and hear some of the world's major thinkers and leaders. Recent speakers have included Ross Perot, astronomer Carl Sagan, former U.N. Ambassador Jeane Kirkpatrick, former Secretary of State Henry Kissinger, ABC News veteran David Brinkley, columnists David Broder, George Will, William Raspberry and William F. Buckley Jr., correspondent Cokie Roberts, former U.S. Senators Paul Tsongas and Warren Rudman, political advisors James Carville and Mary Matalin, and press secretaries Dee Dee Myers and Marlin Fitzwater, publisher Steve Forbes and former presidential advisor George Stephanopoulos. Learning Society events are open to all Queens College students.

CHARLOTTE AREA EDUCATIONAL CONSORTIUM

Member institutions of the Charlotte Area Educational Consortium include Anson Community College, Barber-Scotia College, Belmont Abbey College, Catawba College, Catawba Valley Community College, Central Piedmont Community College, Cleveland Community College, Davidson College, Gardner-Webb University, Gaston College, Gordon-Conwell Theological Seminary, Johnson C. Smith University, Lenoir-Rhyne College, Livingstone College, Mitchell Community College, Pfeiffer University, Queens College, Rowan-Cabarrus Community College, Stanly Community College, University of North Carolina at Charlotte, University of South Carolina at Lancaster, Wingate College, Winthrop College, and York Technical College.

Degree-seeking students at the area colleges that make up the Charlotte Area Educational Consortium may enroll in a course in any one of the member institutions during the regular academic year. Full-time students may, if qualified, enroll on a space available basis without payment of additional fees at one of the other colleges in a course not offered at Queens that has applicable credit towards the Queens degree. Arrangements for consortium cross-registrations are made through the Registrar's Office.

THE CAMPUS

Queens College is located on a wooded campus in the Myers Park area of Charlotte. Its Georgian buildings, many of them constructed in 1914 when the college was moved to this site, have been extensively remodeled. The architectural motif of red brick with white trim has been incorporated in the more modern buildings.

Special Access The buildings on the Queens campus are of traditional architectural design, having been constructed before the adoption of contemporary building access standards. Accommodations for persons with disabilities are added as buildings are remodeled. All or parts of Albright Residence Hall, Dana Classroom Building, Everett Library, Irwin-McKay Student Health Center, McEwen Building, Morrison Dining Hall, Tillett Building, Walker Science Building, Wallace Residence Hall and Watkins Hall are accessible for persons with disabilities. Further information regarding facility campus access may be obtained from the dean of student development.

Principal buildings include the following:

Burwell Hall, 1914, the focal point of the campus, faces Selwyn Avenue. In addition to the admissions and administrative offices, the building houses the McInnes Parlors which provide a spacious reception area for guests and social events. Robert Burwell served as president of the Charlotte Female Institute from 1857 to 1872, and his wife, Margaret Anna Burwell, was a teacher and principal.

McEwen Hall, 1914, was renovated in 1989. The building, named for the late Dr. Mildred Morse McEwen, alumna and professor emeritus of chemistry, includes classrooms, faculty offices, and the International Experience Office.

Jernigan Building, 1914, houses classrooms, the Business Office, the Registrar's Office, the Financial Aid Office, the student bank and the Office of Student Development. Dr. Charlton Coney Jernigan was president of Queens from 1951-53.

Dana Building, 1961, honors Charles A. Dana, a generous benefactor of Queens College. Home of the McColl School of Business, Dana Building contains classrooms, seminar rooms for smaller classes, a language laboratory, two large lecture halls, the DeWitt Computer Classroom, and faculty offices.

Walker Science Building, 1966, contains laboratories, classrooms, faculty offices and research facilities for biology, chemistry, physics and mathematics. It also houses Queens' Computing Services Center. The building was named for Dr. Edwin R. Walker, a former president of the college.

Watkins Hall, 1914, houses the art department and exhibition galleries. It is named for Miss Mildred C. Watkins, member of the faculty from 1895-1909.

Trexler Student Center, 1993, honors long-time Queens trustee Charles B. Trexler and his children. Designed to be the "living room" of the college, the Trexler Center is located at the geographic center of the campus. It offers a living room, snack bar, game room, meeting room and a private dining facility — the Claudia Belk Dining Room. A stairway connects the Trexler Center with the post office and bookstore in the basement of Morrison Hall.

Morrison Hall, 1927, includes a large dining hall that was redecorated in 1999, a kitchen, the college post office, the college bookstore, ceramics and sculpture studios and auxiliary rooms. The building is named for its donor, Mrs. Cameron Morrison, wife of a distinguished governor of North Carolina.

E.H. Little Fine Arts Center, 1966, contains the Charles A. Dana Auditorium, which seats 1,000 for concerts, recitals, plays and lectures. The center also contains the Suzanne Trezevant Little Recital Hall, an exhibition gallery, studios, practice rooms, classrooms for music and drama and music offices that include a library of music, miniature scores and recordings. Major donors of this facility were prominent philanthropists E.H. Little and Charles A. Dana.

Ovens Athletic Center, 1954, includes a large gymnasium, classrooms, a dance studio, a weight room and a swimming pool. Extensive renovation and remodeling took place in 1989 with the expansion of Queens' athletic programs. David Ovens, business executive and merchant, was a Queens trustee and benefactor.

Belk Chapel, 1950, was a gift to Queens by the families and associates of William Henry Belk and Dr. John M. Belk, in their honor. Greek revival in architecture, it is equipped with a 39-rank organ and seats 750. It is used for chapel and for other religious services and meetings. The Belk families have been loyal and generous supporters of the college.

Irwin-McKay Student Health Center, 1958, provides seven hospital beds and rooms for consultations and treatment. It was a gift of Thomas M. Belk and his wife, Katherine McKay Belk, honoring Dr. John R. Irwin, Dr. Henderson Irwin and Dr. Hamilton W. McKay.

Residence Halls include Albright Residence Hall (1964), The William H. Barnhardt Center

(1965), Belk Residence Hall (1954), Harris Residence Hall (1954), Long Residence Hall (1914), and Wallace Residence Hall (1962).

THE COLLEGE LIBRARY

Everett Library (1960), located at the center of the campus, was built through the generosity of Herschel Hill Everett, chairman of the board of trustees from 1952-67, and his wife, Cornelia Nisbett Everett. The library collection — the core of the academic community — is designed to support all programs of the college. More than 118,000 books and bound periodicals and 25,000 U.S. government documents are available in open stacks for student use. In addition, the library currently subscribes to over 600 periodicals and retains the New York Times on microfilm from 1910 to the present and the Wall Street Journal from 1987 to the present. The collection, which grows at a rate of 2,000 volumes a year, receives additional support from endowments established by the Friends of the Library.

The Margaret Louise Chapman Instructional Media Center is located on the lower level of the library. Donated by the Friends of the Library in 1982, it is a full-service media center with equipment and facilities for the production and use of audio, video, film and photographic software. Production, listening and viewing rooms are available, as well as personal computers and computer terminals linked to the Computing Services Center.

Also on the lower level is the **Curriculum Laboratory,** which houses the education department's collection of state-adopted textbooks and other materials for classroom use.

During the two main academic sessions, the library is open from 8 a.m. to 1 a.m. Monday through Thursday, from 8 a.m. to 6 p.m. on Friday, from 10 a.m. to 6 p.m. on Saturday, and from 2 p.m. to 1 a.m. on Sunday. The schedule for examination weeks is extended and the schedules for semester breaks and summer sessions are reduced.

Students have free access to the stacks and may receive instruction in the use of the library at any time. The library encourages use by Queens students, faculty and staff, alumni, Friends of the Library, ministers of the supporting presbyteries and other individuals with special permission.

Everett Library has been enriched by its Friends of the Library organization. Founded in 1971, this community group hosts popular, annual "book-and-author" events; contributes significantly to the interior decor of the building; funds the Browsing Collection; and has established a Special Collections Room in memory of Rena C. Harrell, Queens' first librarian. This special room houses a collection of Charlotte imprints, books on the history of Mecklenburg County and materials relating to the history of Queens College. Thanks to an anonymous gift received in April 1994, the library will have an automated card catalog system by December 1995.

STUDENT SERVICES

Athletic Facilities Hayworth College students with student ID's may use the swimming pool and tennis courts. Open hours for pool use are posted each semester. Tennis court access cards are available from the physical education office during fall and spring terms only. A deposit is required. For more information, contact the physical education office.

Bookstore. The Queens College Bookstore, located in the basement of Morrison Hall, sells textbooks, academic supplies, clothing, beverages and some snack foods. The Bookstore's normal hours are 9:30 a.m. to 6:00 p.m. Monday through Thursday, and 9:30 a.m. to 4:00 p.m. on Friday.

Campus Police. The Campus Police Department was established to maintain a safe environment for the college community. Officers with the department are commissioned Campus Police Officers by the Attorney General of North Carolina and have full police powers on campus. Officers patrol the campus 24 hours a day and are on duty year round, including holidays. The Chief of Campus Police not only has responsibilities for police and security functions, but also enforces all safety and fire regulations on campus.

Career Development Center. The Center for Career Development provides various personal and group services to Queens students and to members of the community. The center offers individual and group career management services as well as job search consultations. Students are encouraged to use the Career Resource Center which includes information about careers and graduate/professional schools, as well as employment listings for full-time and part-time jobs. Private appointments are available. Queens' Center for Career Development is located in the Blair Building and is open Monday through Thursday from 8:30 a.m. to 6:00 p.m., and Friday from 8:30 a.m. to 5:00 p.m.

Computing Services. Computing Services for both academic and administrative users are coordinated by the staff of the Computing Services Center, located in the basement of Walker Science Building. The Computing Services Center houses the IBM AS/400 central processor and control center for the college's integrated administrative software system and high capacity fiber optic network. This center and network provide distributed computing capabilities to all administrative offices of the college, support for the college's admissions tele-counseling center and library's automated operations, as well as access to the Internet for faculty, students, administrators and staff. Faculty members, administrators and staff also have access to individual personal computers with software appropriate to their needs. Student access to computers on campus is provided through the following facilities:

The Dickson Microcomputer Lab is located in the basement of the Walker Science Building, adjacent to the Computing Services Center. This lab has 20 IBM-compatible 386/486-level personal computers with color monitors. Each PC has network access to the Internet and student E-mail accounts. Available software includes both DOS and Windows operating systems and related application software including DOS Wordperfect and Word for Windows, Excel, and MS Works. The lab also includes a mixture of dot matrix and deskjet printers. The lab is used to support academic courses and serves as a resource for faculty and students. The lab is staffed during primary usage times each day and is open on request 24 hours per day when classes are in session.

The DeWitt Computer Teaching Lab is located on the third floor of the Dana Building. This lab is used exclusively for classroom teaching and is equipped with 22 Pentium 133 personal computers with color monitors and with network and Internet links. The lab is also equipped with interactive teaching capabilities.

The Science Computing Lab and Chemistry Computing Lab are located in the Walker Science Building. The Science Lab is used by science and mathematics classes and is equipped with one Pentium and five PCs running science and math application and modeling software. The Chemistry Lab has one PC used for chemical modeling.

The Writing Lab is located in the McEwen Building. This lab has four PCs equipped with word processing software and printers and is used to enhance student writing skills.

The Psychology Lab is located in the McEwen building. This lab has a combination of Apple Macintosh and IBM compatible PCs, including a PC with SPSS statistical analysis software.

Curriculum Resource Center Lab, a lab of 8 Macintosh computers, is located in the basement of Everett Library. These systems, equipped with 16 megabytes of RAM, Mac System 7.5, required software for education majors and printer support, are connected to the Internet.

Counseling Services. Queens has professional counselors on staff in the Health Center who are available for appointment by calling 337-2220. All counseling services are confidential. Hayworth College students may make an appointment for information and/or referral to off-campus counseling services. There is no charge for this appointment. The cost of any off-campus therapy to which a student is referred is the responsibility of the individual student.

Dining Hall. Morrison Dining Hall is open for breakfast, lunch and dinner. Students may purchase a single dinner ticket at the door or a packet of ten dinner tickets from the office in Morrison Dining Hall. These tickets may be used at any dinner during the semester. Dining Hall hours are posted each semester.

Emergency Telephones Telephones are located in each of the parking areas and buildings on campus. These should be used by persons requesting assistance or in need of help from Campus Police at 337-2306.

Escorts Persons may call 337-2306 or come by the Campus Police Office and request an escort to or from the parking lots. This service is available 24 hours a day. Please keep in mind that it might take a few minutes to give you the assistance because of other duties or emergencies that may arise.

Medical Services The Irwin-McKay Health Center is available to care for the routine medical needs of students. All resident students must have a health form on file. All commuters who plan to use the health services also must have a health form completed by their physician and on file in the Health Center. The staff may be unable to treat a student who does not have a health form on file. Hayworth College students may receive tetanus immunizations at the Health Center for a nominal charge.

Parking Permits A free student parking permit is available from the Campus Police Office, located in the Stultz Building. The permit is valid for one academic year and allows the student to park in assigned lots and unrestricted zones during times indicated in the Queens College Rules and Regulations Handbook. Cars parked on campus without permits will be ticketed.

Post Office A full-service post office is located adjacent to the bookstore in the basement of Morrison Hall and is open from 9:00 a.m. to 4:30 p.m.

Student Government Association (SGA) The Hayworth College SGA, organized in 1981, is the formal means of student involvement in the operations and activities of Hayworth College. Representatives are elected each fall by the student body and serve as liaisons between students, faculty and administration. Officers of the SGA may be asked to serve on Hayworth College Judicial Committees.

Student Identification Cards Student ID cards are recommended for all Queens College students, including graduate and Hayworth College students. The Campus Police Office in Stultz Building provides picture ID cards free for adult students. An ID card is valid for the academic year. ID cards are required to check out books in the Library and to use the Dickson Microcomputer Lab after hours.

Tutoring Center. The Tutoring Center is located on the first floor of McEwen Building. Assistance is available with both writing and mathematics, and other courses as available. Evening appointments are available. There is no charge for the tutoring center services.

Trexler College Center. The Trexler College Center, which adjoins Morrison Dining Hall and is connected by a stairway to the post office and bookstore, offers a living room, snack bar, game room, television lounge and facilities for meeting and studying.

TUITION AND FEES

Pauline Lewis Hayworth College

While the Board of Trustees reserves the right to adjust the fee schedule at Queens at any time, the following basic fees have been established for 1999-2000.

TUITION	**PER CREDIT HOUR**
Undergraduate Courses	
All Courses 0-499	$225.00
Graduate Courses	
BUSN500-699	$300.00
EDUC500-699	$195.00
EDUC593 (practicum)	$110.00
NURS500-699	$225.00
OCOM500-699	$400.00

FEES (NON-REFUNDABLE)	
Application fee	$ 25.00
Registration fee	$ 20.00
Late payment fee	$ 20.00
Transcript fee, regular service	none
Transcript fee, expedited service	$ 15.00
Diploma fee	$ 95.00

Course and Lab Fees. Specific course and lab fees are listed with the course descriptions in this Catalog. Students pay these fees in addition to the appropriate tuition for the courses. Approximate fees per course are as follows:

Applied music fees (range)	$75-$150.00
Nursing course fees	$25-35.00
Science lab fees	$25.00

Challenge Examinations. The fee for each internally-set challenge examination is $100. The fee for nursing challenge examinations is defined by the National League for Nursing and can be obtained from the Division of Nursing.

Payment regulations. Upon signing the registration form, the applicant accepts as binding all fees and regulations set forth in the Catalog:

1. Tuition and fees, less financial aid awarded, are due and payable at registration. Payments are accepted via check, cash, MasterCard, or Visa.
2. Students who do not wish to pay in full at the beginning of each term may be interested in the following programs offered by Queens College.
   (a) **Installment plan.** Payment for fall term may be made in four equal installments with the first payment payable at registration, and then by the 25th of September, October and November. Payment for spring term may be made in four equal installments, with the first payment payable at registration and then by the 15th of February, March and April. Summer term payments may be made in 3 installments with the first payment payable at registration and then by June 15th

and July 15th. An enrollment fee of $45 is incurred each term tuition is deferred under this plan. A late-payment penalty is incurred if an installment is not paid by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.

(b) **Unsecured educational loans**. A variety of student and parent loans are available. For information, contact the Office of Financial Aid. For students who have applied for a student loan, but the loan has not been approved (guaranteed) by the lender, Queens College requires a payment equaling 1/3 of their tuition and fees, less any other financial aid, payable at registration. Credit balances created by loan funds being posted to the student's account will be issued (via check) to the student no later than 14 days after the college receives the money from the lender.

(c) **Employer Assistance Deferment Plan.** The Employer Assistance Plan (EAP) is a deferment plan available to students whose employer will reimburse them for tuition at the end of a term. Under this plan, tuition for fall term is due by January 17, spring term by June 1, and summer term by September 18. Students wishing to apply for this plan must submit the EAP application form to the Business Office as soon as possible, but no later than four weeks into the term. These forms are available in the Business Office and the Hayworth College Office. A deferment fee, payable upon registration, is incurred each term tuition is deferred under this plan - $50 for the first course and $25 for each additional course. A late-payment penalty is incurred if a payment is not made by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.

3. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing with the College throughout the term.
4. Diplomas, certificates, and transcripts are issued only when the student's accounts have been paid in full.
5. A refund of tuition will be issued to students only for a class that is officially Dropped during the first 10 class days of the term. There is no refund of the registration fee. For further information about the procedure to Drop a class, see Academic Regulations.

WITHDRAWAL AND FINANCIAL OBLIGATIONS

The policies and procedures below apply to Hayworth College graduate and undergraduate courses. Students who dual enroll in the College of Arts and Sciences must follow that college's schedule, calendar, and financial policies and procedures. Additional information is available in the Business Office.

Dropping A Course

When a course is dropped during the Drop/Add period there is no record of that registration, and no tuition is charged for that course. The drop and add period is limited. To drop or add a Hayworth College course the student must contact the Hayworth College Office or Registrar's Office and complete the appropriate form. After the drop/add period has ended, a student leaving a class must formally withdraw from the course in order to receive a status of "W."

Withdrawal From A Course

There is no refund of tuition for withdrawal from an individual course unless the withdrawal results in zero enrolled credit hours.

Withdrawal From All Classes/ From The College

Withdrawal - illness. Students who withdraw from all classes during the term as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the Registrar's Office.

Withdrawal - academic ineligibility. A student determined by the Student Qualifications Committee to be academically ineligible to return will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees. Such decisions are made at the end of each term.

Withdrawal - other reasons. Students who withdraw from all classes during the term on their own initiative will have tuition prorated according the following schedule:

Withdrawal Date	Percent Refunded
First two weeks of the term	100%
Two to four weeks into the term	50%

If you are a Title IV recipient and withdraw from all classes between the fourth and eighth week of the term, you will be eligible for a 25 percent refund on tuition charges.

Exceptions. Students who feel that individual circumstances warrant exceptions to this policy may appeal to the Financial Policies Committee, provided such appeal is made in writing to the Treasurer before the end of the term for which the exception is requested.

Withdrawal involving financial aid. If the College determines that the student is due a refund and all or part of the student's institutional charges were paid with financial aid funds, all or a proportional part of the total refund must be returned to the Federal Title IV and NC Legislative Tuition grant programs, and may be returned to other State and Queens financial aid programs.

The amount to be returned will be determined according to the formula mandated by the U.S. Department of Education. In accordance with federal regulations, Queens will credit refunds to financial aid programs in the following order:

1) Outstanding balances on Federal Family Education Loan Programs (including Stafford and PLUS)
2) Outstanding balances on Federal Direct Loans
3) Outstanding Balances on Federal Perkins Loans
4) Federal Pell Awards
5) Federal SEOG Awards
6) Other Title IV Programs
7) North Carolina Programs
8) Queens College Programs

A detailed worksheet of the refund policy, available in the Office of Financial Aid, is provided to students upon request.

Withdrawal - academic policies. For further information about the withdrawal procedure, see the section on “Withdrawal from the College” under Academic Policies in the Catalog.

FINANCIAL AID

Queens College makes every effort to meet the financial needs of students. Students must take six credit hours at Queens in order to be eligible for any financial assistance. Although many students who are employed may not qualify for grant assistance on the basis of need, the Office of Financial Aid will seek to determine sources for loan assistance.

Federal Programs

Application procedures. Students begin the process of applying for all loans and grants by submitting the Free Application for Federal Student Aid (FAFSA) to the federal central processor. Three to four weeks later, if the student listed Queens College’s Title IV Code (002957) on the FAFSA, Queens will receive the analysis of the FAFSA application. A copy of the appropriate year’s Federal Income Tax Return may be required for verification purposes, as well as other documentation as requested. Students must complete the FAFSA each year. The amount offered may vary from year to year depending upon availability of funds and need of students.

Undergraduate

Federal Pell Grants are available to eligible undergraduate students on the basis of financial need. The maximum grant is $3,125 annually for full-time enrollment (12 hours per term) and varies depending on enrollment status and financial need.

Federal Supplemental Education Opportunity Grants are available on an annual basis to undergraduate students demonstrating exceptional financial need. These grants range from $100 to $500 annually depending on funding levels.

Undergraduate and Graduate

Federal Perkins Loans permit students with established need to borrow as much as $3,000 per year of undergraduate enrollment. Students with exceptional need may be eligible for loans for graduate study. Funding for these loans is limited. These loans bear a five-percent annual interest rate during repayment. Repayment begins six to nine months after the borrower ceases to be at least a half-time student and may extend over a period of 10 years. If the borrower enters certain public-service occupations, the loan may be cancelled.

Federal Stafford Loans are low-interest loans made to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. These loans are insured by a guaranty agency and reinsured by the federal government. Students must repay this loan. Students may qualify for a subsidized Federal Stafford Loan, which is based on financial need, but students may also borrow an unsubsidized Federal Stafford Loan regardless of need. It is possible for a student to have a Federal Stafford Loan based partly on financial need, and partly not on need.

Contact the Office of Financial Aid for applications and additional information.

State Programs

Undergraduate

North Carolina Legislative Tuition Grants are available to North Carolina residents pursuing their first bachelor's degree who are enrolled for 12 credit hours per semester. Currently, the award is $1,600 per year.

The State Contractual Scholarship Fund is provided to Queens College by an act of the North Carolina General Assembly. Scholarships are available to full-time undergraduate students who are legal residents of North Carolina. This fund assists qualified students who demonstrate need, and funding is limited.

The North Carolina Student Incentive Grant is available to North Carolina residents who are full-time students and who demonstrate extreme financial need. Grants range up to a maximum of $1,500 for eligible students. To apply, complete the FAFSA. Funds are very limited; apply by March 1. The College Foundation, Inc. determines recipients and amounts of awards.

Queens Scholarships And Fellowships

Undergraduate

Karl and Anna Ginter Fellowships are available to new degree candidates enrolling in Hayworth College. Students are selected during the application process based on academic promise, personal achievement, leadership potential, and character. Fellowships range from a $300 honorarium to a maximum of $1000 annually. Fellowships are renewable each year if the fellowship recipient takes a minimum of 12 credit hours per year and maintains a cumulative grade point average of 3.00. The number of awards varies per year depending on the availability of funding.

Pauline Lewis Fellowships are available to new degree candidates enrolling in Hayworth College. Students are selected during the application process based on their demonstrated potential for academic success and campus leadership. Each Lewis Fellow will receive $1,000 in scholarship assistance annually. Awards are renewable each year for a four-year period. Twenty-five fellowships will be awarded each year.

GRADUATE OR UNDERGRADUATE NURSING SCHOLARSHIPS

The James D. Vail III Scholarship was established in 1989 to recognize students who have distinguished themselves academically and/or professionally. Selection is merit based and is made by the nursing faculty based on the following criteria: at least 25 years old; qualified for or accepted into the undergraduate nursing major or graduate nursing program; GPA of at least 3.0 for undergraduates, 3.5 for graduate students; completed at least 12 credit hours in the year prior to consideration; abides by the Queens College Honor code; able and willing to represent the College in a favorable way in the community; able and willing to be helpful in recruiting new students; leadership; and outstanding character.

The Carolyn M. Jones Scholarship was established in 1992 in honor of Dr. Carolyn M. Jones, Chair of the Division of Nursing from 1982 to 1992. This award is a merit award, not need-based. Selection will be made by the nursing faculty based on the following criteria: senior status nursing major (undergraduates), or 12 credit hours completed in the MSN program; effective team member; quiet leader among students; great interpersonal skills with all groups; non-judgmental; love of learning for learning's sake; and altruistic.

The Landers Scholarship was established in 1997 to recognize students who have distinguished themselves academically and/or professionally. It is a need-based award. Selection is made by the nursing faculty based on the following criteria: at least 25 years old; qualified for or accepted into the nursing major or the graduate nursing program; grade point average of at least 3.0 if undergraduate, 3.5 if graduate; completed at least 12 credit hours in the year prior to consideration; abides by the Queens College Honor Code; able and willing to represent Queens College in a favorable way in the community; able and willing to be helpful in recruiting new students; leadership; outstanding character; and evidence of need.

Financial Aid Policies

Withdrawal and Financial Aid. Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal, and may be required to refund monies to various programs.

Modification of Awards. Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after the assistance has been offered. All federal and state programs are subject to congressional and legislative change.

Financial Aid Probation. The Student Qualifications Committees evaluate the progress of students at Queens and determine eligibility for continued enrollment according to the standards indicated under "Student Qualifications". Students receiving Federal Title IV financial aid funds must meet these minimum standards. Statements of Academic Progress Standards are sent to all aid recipients with award notices and are available upon request from the Office of Financial Aid.

Students who fail to meet these minimum standards of academic progress will be placed on financial aid probation for a period of one academic term. During the probationary period, students may continue to receive financial aid, provided they are otherwise eligible. Students have this period to re-establish satisfactory progress. If, at the end of the financial aid probationary period, the student fails to re-establish satisfactory academic progress, they will no longer be eligible to receive financial aid until such time that the minimums standards are met.

Students placed on probationary or ineligible status may appeal such action to the Financial Aid Appeals Committee if they believe that extenuating circumstances prevented them from maintaining satisfactory academic progress. Such appeals should be in the form of a letter submitted to the Office of Financial Aid within two weeks of the end of the probationary period (end of exams) or notification of placement on probationary status. The letter should include an explanation of any unusual circumstances and supporting documentation. The Financial Aid Appeals Committee must respond to the appeal within two weeks from date of receipt. If the appeal is granted, the student's progress is assumed to be satisfactory and progress is then measured from the time of the granted appeal. If the appeal is denied, the required minimum grade-point average must be achieved at the student's own expense. The decision of the Financial Aid Appeals Committee is final. Once the minimum standards have been achieved, the student is again eligible for financial aid.

Satisfactory academic progress policy. This policy is applicable to all students receiving financial aid from the federal or state government or from Queens College. Evaluation of academic progress will be made at the end of the spring semester by the Office of Financial Aid. The academic year evaluated may include any combination of the prior summer, fall, and spring terms. Students must show progress toward completion of their degree requirements to continue financial aid eligibility. The financial aid eligibility timeframe for completion of a degree program cannot exceed 150 percent of the published length of the degree. For example, if your degree requires 120 credit hours to graduate, you are eligible to receive financial aid until you have attempted 180 credit hours. Repeated courses, course withdrawals, incomplete courses and course failures count as hours attempted but not completed. Additional time needed to complete the undergraduate or graduate degree beyond the maximums stipulated must be entirely at the student's expense.

Transfer students are treated as first-year students for purposes of measuring the financial aid eligibility timeframe for completion of a degree program.

Art for the Automated Office

UNDERGRADUATE PROGRAMS

Hayworth College offers evening and weekend classes leading to the Bachelor of Arts degree with majors and minors in accounting, American studies, business administration, computer information systems, English, organizational communication, and psychology, and classes leading to the Bachelor of Science in Nursing degree. The Bachelor of Arts degree with a major in radiologic technology is available to the student who is certified by the American Registry of Radiologic Technologists.

Weekend Programs. The Bachelor of Arts degree with a major in business administration or organizational communication can be completed entirely through weekend classes.

ACADEMIC POLICIES

Academic Responsibility

While Queens College makes every effort to advise and counsel students on their academic programs and academic requirements, it is the student who is ultimately responsible for fulfilling all requirements for a degree. To assist the student with this responsibility, all academic plans and programs should be approved by the student's advisor.

Academic Advising It is the student's responsibility to schedule advising appointments with the a designated academic advisor as often as necessary in order to plan course schedules for each term and to discuss current academic questions and problems.

Catalog of Entry

A student must fulfill the degree requirements set forth in the catalog which is current when the student registers for his or her first course as a degree candidate in Hayworth College. Other academic regulations amended while a student is in course at Queens may well be deemed to apply regardless of the policies stated in the catalog of entry. Further, curricular exigencies or other circumstances may require the college to modify degree or major requirements from those at entry, and that right is reserved.

Earning Dual Degrees Simultaneously

A student may work toward two different degrees simultaneously provided that he or she earns different majors within the degrees and provided that he or she earns, at Queens, at least 30 additional hours beyond the 120 hours required for a single degree.

Eligibility To Pursue A Second Degree

Students who already hold an undergraduate degree, either from Queens or from another accredited institution, may seek a second degree provided it is in a different field from the first earned.

Adding A Second Major After Graduation

Queens College graduates who wish to add a second major within the same baccalaureate degree may do so. They should make application for readmission to the college, and must fulfill the requirements for the second major as stipulated in the catalog for the year of re-entry to Queens.

Dual Enrollment

A Hayworth College student may register for a course offered in the College of Arts and Sciences (CAS) on a space-available-basis. Hayworth College students who dual enroll in the CAS must follow that college's procedures, including procedures for registration, drop/add, and withdrawal from a course, and will follow that college's calendar, which usually varies somewhat from the Hayworth College calendar.

Admission To The College Of Arts And Sciences

A Hayworth College student may make application to the College of Art and Sciences provided that the student has earned a minimum cumulative grade-point average of 2.000 at Queens and is not on any type of academic or social probation. Application to CAS is made through the CAS Admissions Office. Students may not earn a major or minor which is not offered in the college from which they graduate.

Admission And Dismissal

Students are admitted either to Hayworth College or to the CAS. However, a student dismissed from either college is dismissed from all Queens College programs until readmitted.

REGISTRATION

All students are expected to register at the time and place indicated on the schedule each term. The Hayworth College academic year consists of Term I (Fall), Term II (Spring), and Term III (Summer Term).

Course Load Adult students attending Queens while working full time typically carry from six to nine credit hours per term. Students who are enrolled in fewer than 12 semester hours in Term I or II are considered part-time students. Any student who wishes to take more than 16 hours should consult the academic advisor.

Class Attendance Students are expected to attend all class sessions. Specific attendance policies are set for each course by individual faculty members and should be printed in the syllabus or announced at the beginning of the term. It is the student's responsibility to know the attendance policy in a particular course. Faculty members may lower a student's grade for excessive or unexcused absences.

Drop And Add When a course is dropped during the Drop/Add period there is no record of that registration, and no tuition is charged for that course. A student who drops all courses at Queens College in his or her first semester of attendance will not have matriculated into the college. The drop and add period is limited. To drop or add a Hayworth College course the student must contact the Hayworth College Office or Registrar's Office and complete the appropriate form. After the drop/add period has ended, a student leaving a class must formally withdraw from the course in order to receive a status of "W."

Withdrawal From A Course After the drop/add period has ended the student who does not wish to continue in a course, and cannot add another in its place, must Withdraw from the course. (See section on Withdrawal and Financial Obligations.) Withdrawal from a course is a different process from dropping a course. A student must contact the Hayworth College office or the Registrar's Office and complete the appropriate form to withdraw from a course. The student will receive a grade status of W if the student withdraws during the withdrawal period.

The deadline for withdrawal from a course is usually one calendar week after the mid-point in each term and is stated on the term calendar. After that date, a student must petition the Student Qualifications Committee for permission for late withdrawal. The Student Qualifications Committee, in consultation with the instructor involved, may deny or approve the request for late withdrawal. If the late withdrawal is approved, a status of "W" will be recorded on the transcript.

Withdrawal From The College A student who wishes to withdraw from the College on his or her own initiative should notify the registrar's office and complete the appropriate form. Upon withdrawal, all grades in progress will be recorded as "W". (A student who simply stops attending classes will receive a grade of "F" for all courses.) The student must then reapply in order to return to the College.

Withdrawal By The College If a student does not register for a course for two consecutive terms, including the summer term, the student will be administratively withdrawn from the College and considered an inactive student. An inactive student must apply to the admissions office for readmission, and will resume studies under the Catalog in effect at the time of readmission. The College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Leave Of Absence Students may be granted a leave of absence for a number of terms not to exceed one calendar year. A request for a leave of absence should be sent in writing to the academic advisor. Students who return on the agreed-upon date re-enter the program with the same catalog of entry held at the time they left. Students who do not obtain a formal leave of absence, or those who do not return in the agreed-upon terms, shall be considered withdrawn from the College and will have to reapply to gain readmission.

Abandoning A Class A student who does not withdraw from a course but simply stops attending will receive a grade of F for the course.

GRADUATION

Graduation Requirements. Students may receive a degree only after meeting all degree requirements, including a minimum grade point average of 2.000 in all work attempted at Queens College.

Declaration of Intent to Graduate. It is the student's responsibility to be aware of progress toward the degree, and to file a completed Intent to Graduate form in the registrar's office a year before the term in which the degree requirements will be completed. Declaration forms are available from the academic advisor and in the registrar's office.

Commencement exercises are held in May of each year for all graduates who have completed degree requirements in the previous summer and fall terms, and in the current spring term. The diploma is awarded at this time.

GRADING

Grade reports are sent to students at the end of each term. Queens uses the following system of grades and grade-point values per credit hour:

Grade	Grade-Point Value	Interpretation
A	4.000	Superior performance
A-	3.700	
B+	3.500	
B	3.000	Good performance
B-	2.700	
C+	2.500	
C	2.000	Satisfactory performance
C-	1.700	
D+	1.500	
D	1.000	Poor performance
F	0.000	Failing performance
P	(0)	Pass
Z	(0)	No Record
W	(0)	Withdrawn
AU	(0)	Audit
I		Course Incomplete: will become a letter grade A-F upon completion.

Grade Point Average. A student's cumulative grade-point average at Queens is based solely on academic work at Queens, and is not affected by course credit earned at another institution. The grade point average is used to determine eligibility for graduation. It is calculated by dividing the total number of points by the total number of graded credit hours attempted.

Pass/No Record. Pass/No Record is a grading system designed to encourage students to explore new areas. Only elective courses may be taken on a P/N basis. A student may not take a proficiency, literacy, foundation, or major/minor course on a P/N basis without special permission. Students may take up to two elective courses per academic year, but no more than one course per term, on a P/N basis. Some courses are designated P/N for all students. Other courses may not be taken P/N by any students.

The grade of "P" is recorded when a student earns a grade of C- or better in the course. If a student earns a D+, D, or F, the "Z" designation is used on the student's grade report. A "Z" differs from an F because it is not recorded on the student's permanent academic record and is not counted in the calculation of the student's cumulative grade-point average.

A student must request the P/N grade status at registration or during the drop/add period. However, the student who has begun a course with P/N can change to a regular graded basis until the date on the term calendar designated "last day to withdraw from a course", usually one week after the mid-point of the semester. The student is responsible for requesting this change in writing from the Registrar's Office prior to the deadline.

Pass/Fail. Pass/Fail is the grading system used for special course offerings including internships and the international experience study tours. The Grade of "P" is recorded when a student earns a grade of C- or better in the course. An F is recorded when the work is unsatisfactory. P/F differs from P/N in that F's are recorded on the student's permanent academic record, and are included in the calculation of the grade point average.

Incomplete Grades. The temporary grade of Incomplete (I) is given at the discretion of the instructor only when unusual circumstances make it impossible for the student to complete the course work by the end of the term. Students are responsible for arranging to complete such work. A grade of "I" must be changed to a letter grade by the specified deadline, usually the end of the second full week of regular classes of the following term. However, a student on academic probation who receives an "I" must complete the course work and receive a regular letter grade at least 48 hours prior to registration for the subsequent academic term. A grade of "I" automatically becomes an F if the student fails to make up incomplete work satisfactorily by the above deadlines.

Auditing Courses. With the consent of the Director of Hayworth College, a student may audit a course. Audit courses receive no credit, but do appear on college transcripts. Students must designate audit courses at registration. Drop/Add and Withdrawal procedures apply to audit courses. Auditors are expected to attend classes regularly. Students who wish to audit a course must have been admitted to the college. There is no reduction in tuition for auditing a course.

Repeating Courses. A student may elect to repeat a course if the student has earned the grade of F, or if the student has earned a D, D+ or C- and wishes to demonstrate mastery of the material. All entries remain a part of the student's permanent academic record, and regular tuition and fees are charged for repeated courses.

If a D, D+, or C- was earned, the first grade will remain on the student's record and will be the only grade figured into the student's cumulative grade-point average. No additional credit will be awarded.

If an F was earned, both the F and the second grade will be figured into the student's cumulative grade-point average.

In either case, a course may be repeated only once, either at Queens or at another accredited institution with the prior approval of the Dean of Hayworth College.

No more than two courses in the student's major field may be repeated.

STUDENT QUALIFICATIONS

The faculty has established standards of satisfactory academic progress which are administered by its Student Qualifications Committee. At the end of each term this committee reviews the academic record of each student in academic difficulty.

Class Status Students are assigned class status according to the number of credit hours earned. A freshman has earned from 0 to 23 credit hours. A sophomore has earned 24 to 51 credit hours. A junior has earned 52 to 89 credit hours. A senior has earned 90 or more credit hours.

Minimum Class Standing Required

Class Standing	Credit Hours Earned	Minimum GPA required
Freshman	0-12	1.500
	13-2	1.800
Sophomore	24-37	1.800
	38-51	1.900
Junior	52-70	1.900
	71-89	2.000
Senior	90 or more	2.000
Special (non-degree)	1 or more	2.000

Academic Probation and Dismissal. A student who has attempted nine or more credit hours at Queens and whose cumulative grade-point average falls below the levels for his or her class standing, shown above, will be placed on academic probation. However, a student who has a term grade point average below 1.000, or who fails to make academic progress, is also subject to probation or dismissal at any time.

- **Enrollment Limitations.** While on academic probation a may enroll in no more than 12 credit hours in any one term.
- **Incomplete Grades while on Probation.** A student on academic probation must have any Incomplete grades changed to a letter grade prior to registering for a subsequent term.
- **Eligibility to Represent the College.** Students on academic probation and students who are suspended from a class or from the college are not eligible to represent the college in off-campus extracurricular activities, to participate in varsity athletics, to hold campus office, or to run for campus office until the probation or sanction is lifted.

Students on probation will be reviewed at the end of the term, including summer term, in which they have attempted at least nine credit hours since being placed on probation or last reviewed. Students on probation will be removed from probation if, at the time of review, their cumulative grade point average has been raised to the minimum required for their class status. Students on probation who have earned a grade point average of 2.000 since their last review, but whose cumulative grade point average is still below the minimum required for their class status, may be continued on probation for one more term.

Admission on Probation. Students admitted on academic probation must meet the terms of probation set by their admission letter, which may vary, in order to be allowed to continue in the program.

Dismissal from the College. Students on probation will be declared academically ineligible to return if, at the time of review, they have not earned a grade point average of 2.000 since their last review and have not raised their cumulative grade point average to the minimum required for their class status. Students have the right to present a written appeal concerning academic dismissal to the Student Qualifications Committee. The decision of the committee in regard to the appeal is final.

Readmission Following Dismissal. Students dismissed from the college for academic reasons must apply for readmission through the Student Qualifications Committee. To be considered for readmission, a student must submit transcripts verifying that the student has earned at least nine graded semester hours (or the equivalent) since leaving Queens College, with a grade of C or better in each course attempted. Students applying for readmission must submit (1) a readmission application (available from the Hayworth Admissions Office), (2) transcripts from all colleges or universities attended, and (3) a personal statement concerning the student's goals and accomplishments since leaving Queens. A student readmitted to the college is normally placed on academic probation and reviewed after the first term.

THE HONOR CODE

The Honor Code of Queens College is at the heart of our commitment to integrity and academic freedom. The purpose of the Honor Code is to provide this community with an atmosphere of mutual trust among students, faculty, and administration. The Honor Code is binding on all members of the College community and applies to all phases of life at the College. Queens students are responsible for their personal conduct at all times and shall be subject to discipline, including possible suspension, for behavior that discredits themselves or the College. As a commitment to this system of honor, students are asked to sign the Honor Code as part of their application for admission. The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to developing a community of honor, including taking action against those who violate the Honor Code:

As a member of the Queens College community, I will endeavor to create a spirit of integrity and honor for its own wake at Queens College. Academic Pledge: I pledge truthfulness and absolute honesty in the performance of all academic work. Community Pledge: I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to College policies. Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold this code and not to tolerate any violations of its spirit or principles.

Violations of the Honor Code include, but are not limited to, cheating, lying, theft, and academic dishonesty. Two examples of the latter are plagiarism, the use of an other's words or ideas without giving credit to the source, and computer misuse, including accessing, transferring, or altering information without authorization. Suspected violations of the Honor Code by an undergraduate student should be reported to the Director of Residence Life, and will be heard by a college Judicial Committee. Suspected violations of the Honor Code by a graduate student should be reported to the Dean of Graduate Programs and will be dealt with by a graduate Judicial Committee.

STUDENT RECORDS

Public Records (Directory Information) The following information on individual students is considered Directory Information and is public: full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents' names, class schedules, and religious affiliation. This public information may be released or published without the student's consent. However, it is the policy of Queens College to refuse to release information to private firms or mailing lists. Students who do not wish this information made public may inform the Registrar's Office, requesting a "Directory Hold" in writing, within 10 days after registration each term. The Registrar will notify other college offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved. Requests for student data from agencies such as HEW, OEO, and research agencies may be honored without prior approval of the student, ordinarily in anonymous form.

Confidential Records. All personally identifiable material on particular students used to make decisions about students or used for transmittal to others outside the college and which is other than public material, as defined above, is considered confidential.
Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work.

Official Records. Official records are released only with the written permission of the student. Official records include material on students relating to their status as students held by any office of the College and intended for the use of the College or available to parties outside the college.
Official records do not include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by individual faculty or administrators as aids to memory but not intended for transmittal to others.

Access to Official Records. Queens College, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits students to inspect their records whenever appropriate and to challenge specific parts of them as necessary. Each enrolled or former student of Queens College has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: Files on individual students are retained for five years after the student leaves the college. Only the transcript is kept indefinitely.)

Student access to official educational records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's office. The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request. A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in offices whose functions require such information.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

Records of Progress The college maintains records of progress on both veteran and non-veteran students. Progress records are furnished to all students at the end of each scheduled academic term.

Record of Immunization

Students enrolled in more than four credit hours and who are taking any classes which begin before 4 p.m. Monday through Friday, are required to provide valid documentation of immunizations to be compliant with North Carolina state law. Forms for this purpose are available from and are kept on file in the Irwin-McKay Health Center.

Student Age, Vaccines, and Dose Requirements

Students 17 year of age and younger

DTP or Td[1]	Polio	Measles[2]	Mumps[4]	Rubella[4]
3	3	2	1	1

Students born in 1957 or later and 18 years of age or older

DTP or Td[1]	Polio	Measles[3]	Mumps[4]	Rubella[4]
3	0	2	1	1

Students born before 1957

DTP or Td	Polio	Measles	Mumps	Rubella
3	0	0	0	1

Students 50 years of age and older

DTP or Td	Polio	Measles	Mumps	Rubella
3	0	0	0	0

1. *DTP (Tiphtheria, Tetanus, Pertussis), Td(Tetanus, Diphtheria): One Td booster dose within the last 10 years.*
2. *Measles: one dose on or after 12 months of age; second at least 30 days later.*
3. *Two Measles does if entering college for the first time after July 1, 1994.*
4. *One dose on or after 12 months of age*

HONORS AND AWARDS

Dean's List Each spring a Hayworth College Dean's List is compiled naming those Hayworth College undergraduate degree candidates who qualified during the previous calendar year. For this purpose, the year begins in the spring term, and continues through the summer term, and concludes with the fall term. Degree candidates who have no outstanding incomplete grades and who have completed, during this time period, a minimum of 12 hours of college-level credit on a graded basis with a grade-point average of 3.500 or better in the hours during this time period, are eligible for the Hayworth College Dean's List.

Honors at Graduation Summa cum laude, magna cum laude, and cum laude honors are awarded by the college for academic excellence. A student must complete at least 60 hours at Queens to be eligible for graduation with honors. The grade-point average will be determined only by work taken at Queens. Summa cum laude is awarded to students who have a grade-point average of *3.850; magna cum laude is awarded to students who have a grade-point average of *3.650; and cum laude to students who have a grade-point average of *3.500.

Awards Convocation A major convocation is held for Hayworth College students at the end of each academic year to honor academic excellence and service to the college. Each academic department presents an award to an outstanding graduating senior in the major. The College also recognizes those who have made the Dean's List in the prior year, those who have received Fellowships and Scholarships, nominees to Who's Who in American Colleges and Universities and other honors and awards.

Who's Who Among Students in American Universities and Colleges recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, citizenship, participation in co-curricular activities and the promise of future contributions to those areas.

HONOR SOCIETIES

Sigma Theta Tau

Mu Psi at Large is a chapter of Sigma Theta Tau International, the honor society of Nursing founded in 1922. Students who have completed at least half the nursing major and demonstrate superior academic achievement and leadership potential are invited to join.

Phi Alpha Theta

The Alpha Gamma Kappa Chapter of Phi Alpha Theta, the international honor society in history, was installed in 1985. A member of the Association of College Honor Societies, the Society promotes history through the encouragement of research and the exchange of learning and thought among historians. Juniors who have completed at least four history courses with a GPA of 3.100 or better, and an overall GPA of 3.000 or better for two-thirds of the remaining work completed, are eligible for candidacy for membership. Membership

* *at least*

in Phi Alpha Theta is for life and is recognized by the U.S. Civil Service Commission as a credit qualifying for GS-7.

Delta Mu Delta

The Queens chapter of Delta Mu Delta, the national business honor society, installed in 1995. To be eligible for membership a student must be an undergraduate or graduate student registered in a program of business administration. Undergraduates must be candidates for the baccalaureate degree in business; have completed at least half the credits required for the degree; have a cumulative grade point average of 3.2 or better; be in the top 20 percent of their class, and be of good standing. Transfer students must have completed a minimum of 24 semester hours or its equivalent at the school where membership in Delta Mu Delta is to be conferred, and have an academic record which meets the society's membership requirements Graduate students must have completed at least half the requirements for the graduate degree with a cumulative grade point average of 3.25 or better..

Alpha Sigma Lambda

The Theta Chi chapter of the Alpha Sigma Lambda National Honor Society, the national honor society for students in continuing higher education, was installed in 1998. Alpha Sigma Lambda is dedicated to the advancement of scholarship and recognizes high scholastic achievement in an adult student's career. Students must meet the following minimum requirements to be considered for membership: have earned a minimum of 30 semester hours in Hayworth College, with at least half of these credits in courses outside the student's major field. Members shall be elected only from the highest ten percent of those students who meet these requirements. Those selected must have a minimum GPA of 3.2.

Psi Chi

The Queens College chapter of Psi Chi, the national honor society in psychology, was chartered in 1998. The purpose of Psi Chi is to encourage, stimulate, and maintain excellence in scholarship and to advance the science of psychology. Membership is open to graduate and undergraduate men and women who are making the study of psychology one of their major interests. Qualifications for membership include: sophomore or higher status, completion of 9 semester hours in psychology, registration as a psychology major or minor, an overall GPA of at least 3.000, a minimum GPA in psychology courses of 3.000, and approval of faculty and current Psi Chi members. Membership in Psi Chi is for life, and serves as an important springboard for professional growth.

ADMISSION

Hayworth College welcomes students who wish to begin college for the first time, complete a first or second bachelor's degree, or just take a particular course. Hayworth College recognizes that an adult learner's previous academic performance often cannot predict his or her ability to be academically successful in the present. Motivated adult learners are therefore allowed to demonstrate their ability to succeed in the challenging academic environment at Queens, with continued enrollment contingent upon performance.

Applications for admission may be obtained by writing the Hayworth Undergraduate Admissions Office, Queens College, 1900 Selwyn Avenue, Charlotte, North Carolina 28274, or by calling 704-337-2314, or by e-mail: hayworth@queens.edu.

Campus Visits Students seeking information about the college are encouraged to visit the campus and the Hayworth Admissions Office. The office is open from 8:30 a.m. to 6:00 p.m. Monday through Thursday, and 8:30 a.m. to noon on Fridays. Appointments can be made outside of regular office hours by calling 337-2314.

International Students Hayworth College welcomes international students. All transcripts must be translated into English by an official at the school issuing the transcript. It is recommended that international students take the Scholastic Aptitude Test (SAT). Any student for whom English is not the first language must satisfactorily complete the Test of English as a Foreign Language (TOEFL) with a score of 550 or higher, and have the score sent to Hayworth College Admissions.

Application Deadline While there are no deadlines for application, prospective students should apply for admission as early as possible. The Hayworth College Office of Admissions will act on an aplication as soon as all required information has been received. The Registrar will evaluate the transcripts of accepted candidates only after all college transcripts have been received.

DEGREE SEEKING CANDIDATES

To be considered for admission as a degree-seeking candidate, prospective students must submit the following:

- evidence of a high school diploma or the equivalent, unless prior college work has been completed and documented;
- a written statement describing your reasons for attending Queens College; and
- a completed application form and a $25 application fee.

In order to receive transfer credits from previous colleges attended, to be considered for financial aid, veterans assistance, or scholarships, a student must also submit the following:

- two official academic transcript(s) from all colleges previously, and
- financial aid transcript(s) from all colleges attended, to be submitted to the Official of Financial Aid. (See page __ for Financial Aid information.)

SPECIAL/NON-DEGREE STUDENTS.

A special student is admitted to the College without the expectation that he or she will earn a degree.

Special students who have never earned a bachelor's degree may enroll for a cumulative total of no more than 15 credit hours, after which they must apply for regular admission as a degree candidate or receive special permission to continue enrollment at Queens. All special students must comply with all college regulations, and must maintain a C average to continue their enrollment.

To apply as a special student, the following materials are required:

- evidence of a high school diploma or the equivalent, or proof of most recently awarded degree;
- a completed application; and
- a $25 application fee.

TRANSIENT STUDENTS Transient students are degree candidates at another college or university taking courses at Queens by special arrangement, with the intention of transferring those courses back to their home school. Transient students must comply with all college regulations and must maintain a C average to continue enrollment.

To apply as a transient student, the following materials are required:

- a letter from the Registrar of the student's home institution, verifying that the student is in good standing and has permission to take courses at Queens College,
- a completed application, and
- the $25 application fee.

HIGH SCHOOL DUAL ENROLLMENT

Any junior or senior in a Charlotte-Mecklenburg area secondary school may apply for admission as a special student in Hayworth College when recommended by the secondary school. Following graduation from high school, credit earned under the dual enrollment program can be applied toward a degree at Queens College or transferred to another institution. To apply, a letter of recommendation from the secondary school principal should be submitted to the Adult Admissions Office along with the application, a $25 application fee, and a copy of the high school transcript.

LENGTH OF ADMISSION ELIGIBILITY.

Acceptance into the college will remain effective for up to one calendar year following the commencement of the semester for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to reapply. The admission decision will be based on the existing admission standards at the time of matriculation.

READMISSION AFTER AN ABSENCE.

A student who has previously been admitted to the college but who has withdrawn or been administratively withdrawn in good standing and wishes to return may apply for readmission to the college. Materials required for admission include:

- a completed re-admission application form,
- the $25 application fee,
- two official transcripts from each college or university attended since leaving Queens College, and
- other materials not received or retained from previous admission.

  Students who are readmitted to the college are bound to the requirements in the catalog in effect during the term in which they matriculate. Students who were not in good standing at the time of their withdrawal from the college must apply for readmission to the Student Qualifications Committee.

ADMISSION OF UNDERGRADUATES TO GRADUATE STUDY

Special Permission Seniors in Hayworth College or the College of Arts and Sciences with a cumulative grade-point average of 3.5 or better may enroll in a graduate course at Queens subject to written approval, prior to registration, by the department offering the course. These graduate credit hours are not counted toward the 120 credit hours required for the baccalaureate degree, but may be counted toward the 45 hour residency requirement. The student who is subsequently admitted to a graduate program may at that time request that these credit hours be included as part of the graduate program. A full-time student should take no more than 18 credit hours in any semester which includes a graduate course. Should the student already be paying the comprehensive fee, there will be no additional charge. A part-time student should take no more than 6 credit hours in any semester which includes a graduate course. Part-time students will be charged the graduate program rate.

Bachelor of Arts to Master of Arts in Teaching Program (BA to MAT) Seniors in Hayworth College who wish to earn the MAT following completion of their bachelor's degree are encouraged to apply for admission to the BA to MAT program. This early admission to the master's program allows the student to accelerate completion of both a bachelor's degree and a Master of Arts in Teaching. Students admitted to the BA to MAT program may count 12 credit hours from the MAT program toward the 120 credits required for the bachelor's degree. The bachelor's and master's degrees will be awarded simultaneously upon successful completion of all requirements for the MAT and the 12 credit hours earned in the teaching internship. Note: Only 12 graduate hours will be counted toward the bachelor's degree. Students who do not complete the MAT program but who earn more than 12 graduate credit hours will only have 12 graduate credit hours counted toward a bachelor's degree.

Application to the BA to MAT Program. Students who have earned at least 90 hours toward their bachelor's degree, including all proficiency, foundation, and major requirements, may submit an application to the Graduate Admissions Office for admission to the BA to MAT program. After admission to the program the student may enroll in graduate courses while completing the undergraduate degree as the schedule permits. BA to MAT candidates must meet the same admission requirements for the MAT with the exception of having completed the bachelor's degree.

RN to Master of Science in Nursing (RN-MSN) Program Registered nurses in the Hayworth College BSN degree completion program may be eligible to apply for admission to the RN to MSN program. Applicants must be current undergraduate students in Hayworth College, must have been formally admitted to the Nursing major, and must have completed all undergraduate proficiency and foundation requirements, all BSN prerequisites, and NURS 300, 400, 401, and 402, prior to application to the program. Candidates for the RN-MSN program must meet all MSN admission requirements with the exception of having completed the BSN. All requirements for the BSN degree must be met with the exception of the 120 undergraduate hour requirement. RN to MSN students can receive their BSN after completion of the first nine graduate credit hours in the MSN program, including NURS614 and NURS626. Interested nurses should contact the RN advisor, Dr. Joan McGill, Chair of the Vail Program of Nursing for further information.

PRIOR LEARNING ASSESSMENT

Queens College awards credit for academic courses taken at other colleges or universities, credit by examination as stipulated below, and credit for some certification and courses taken outside of the normal academic environment.

TRANSFER CREDIT

Transferring Credit for Courses Taken at Other Institutions Prior to Admission to Queens

After the student has been admitted to the college as a degree candidate, the Registrar will evaluate transcripts from other colleges or universities. Credit will be awarded for each appropriate course, taken at properly accredited institutions, in which a grade of C or better was earned. Credit may also be granted for programs approved by the American Council on Education or PONSI. Official transcripts are required for evaluation. The student may be responsible for requesting course descriptions from the original institution if the college deems it necessary.

Transferring Credit for Courses Taken at Other Institutions After Admission to Queens

Normally, Queens students may take courses at another accredited institution for credit at Queens provided that these courses are equivalent to or supplemental to those offered at Queens. In order to receive credit for a course taken at another accredited institution after admission to Queens, the student must (1) secure the prior permission of the appropriate department and division chairs, (2) earn a grade of C or better in the course, and (3) have the other institution send an official record of the coursework to the registrar at Queens College. A student's cumulative grade-point average is not affected by course credit earned at another institution.

CREDIT FOR CERTIFICATION. Thirty credit hours are accepted toward a major in radiologic technology for those persons certified by the American Registry of Radiologic Technologists. A copy of the student's certification or proof of certification is required.

CREDIT BY EXAMINATION.

No more than 38 credit hours earned through examinations for credit may be applied towards the bachelor's degree. Credit earned by examination may not be used to satisfy college residency requirements, or the final 30 hours required for graduation.

College Level Examination Program (CLEP). Queens College awards credit and/or advanced placement to students who score satisfactorily on approved subject-level tests of the College Level Examination Program . The CLEP essay portion must also be completed. Official scores must be submitted to Queens College.

Validation Examinations. Queens College offers validation or "challenge" examinations administered by the college for some courses for which there are no comparable CLEP tests, and awards credit for satisfactory scores. The examination may be based on assessment of writing, performance, product, and/or interviews. A fee is charged for the administration of each validation examination. Validation examinations are graded on a Pass/No Record basis. Students interested should discuss this with their academic advisor.

POLICIES CONCERNING PRIOR LEARNING ASSESSMENT

Residency Requirement. At least 45 of the 120 credit hours required for a bachelor's degree must be earned at Queens College no matter how many hours are accepted in transfer, or are earned through examinations or certifications, unless the student already holds a bachelor's degree from an accredited institution. (In this case, at least 30 of the 120 credit hours required for a degree must be earned at Queens College.)

Maximum Credit from a Two-Year Institution. No more than 60 of the 120 semester hours required for graduation may be transferred from two-year institutions.

Transfer Credit and Graduation With Honors It should be noted that only students who complete at least 60 credit hours at Queens College will be eligible for graduation with honors.

Calculating the Cumulative Grade-Point Average. A student's cumulative grade point average is based solely on work at Queens College. Transferred credits from other institutions will not be calculated into the Queens GPA.

THE ACADEMIC PROGRAM

Hayworth College at Queens offers programs leading to the Bachelor of Arts degree and the Bachelor of Science in Nursing degree. While these programs differ from each other in significant ways, each is rooted in the tradition of liberal education and each provides students with an integrated and coherent program of study including the skills, competencies, and knowledge necessary for a meaningful and successful life.

Bachelor of Arts A major for the Bachelor of Arts degree shall consist of no fewer than 30 credit hours. The majors leading to the Bachelor of Arts degree include American Studies, Accounting, Business Administration, Computer Information Systems, English, Organizational Communication, Psychology, and Radiologic Technology.

Bachelor of Science in Nursing Candidates for the Bachelor of Science in Nursing degree are required to meet all college requirements for graduation as well as the requirements for the nursing major. Applicants who have been accepted to the college must also apply to the Vail Program of Nursing for acceptance into the nursing major after meeting specified prerequisites. Students are encouraged to declare their interest in nursing by the end of the freshman year. Provision is made for those persons, such as registered nurses, who may wish to transfer into the program or apply for advanced standing.

Teacher Licensure Hayworth College offers a North Carolina Class “A” teacher license in secondary education (grades 9-12) in English, which may be completed by taking only evening/weekend courses in Hayworth College with the exception of the student teaching practicum. Teacher licensure may be obtained as a part of the student’s baccalaureate program. If a student is also able to take courses through the College of Arts and Sciences’ day classes, it is also possible to obtain licensure in elementary (grades K-6); special subject (grades K-12) in French and Spanish; and secondary subject areas (grades 9-12) in mathematics, biology, history, and social studies.

All programs are approved by the North Carolina State Board of Education and the National Council for Accreditation of Teacher Education (NCATE), allowing licensure reciprocity with other states.

Major Program Each student must complete the requirements for a major in addition to completing the Proficiency and Foundation requirements below. The purpose of a major is to give the student an opportunity to achieve an appropriate level of mastery in a field of study. The requirements for each major are described below. A student may not double major in majors that lead to different degrees.

Minors / Concentrations An undergraduate program of study may include an minor in a department or departments other than the major, or a concentration within the major. The minor consists of a minimum number of hours and a prescribed program of courses described in detail under each discipline offering a minor.

Elective Courses In consultation with the advisor, a student chooses elective courses to complete the number of hours required for graduation. Electives offer the student the opportunity to augment the major field of study with collateral areas of knowledge or to explore areas or skills quite distinct from the major.

Independent Studies and Directed Readings A mature and academically sound student may, under the direction of a member of the faculty and with the approval of the academic advisor, undertake directed readings or an independent study of a topic of interest to the student and germane to the student's program of study. This study may take one of several forms, including projects, individual research, or directed reading. To register for an Independent Study or Directed Reading course, the student must submit a course proposal form to the Office of Academic Affairs two months prior to the beginning of the term in which the student wishes to register. To initiate an independent study, the student should first confer with the Chairman of his or her major department.

Degree Requirements

To earn a baccalaureate degree a student must fulfill the following requirements.

- earn a minimum of 120 semester hours;
- meet the college's residency requirements as stipulated below;
- earn the last 30 hours at Queens College or in a Queens approved program;
- earn at least 36 semester hours at the 300 or 400 level;
- participate in the college's assessment evaluation, if requested, as stipulated below;
- be in good standing with the honor code at the time the degree is awarded;
- meet all proficiency, literacy, and foundation requirements, as stipulated below;
- meet all major requirements in at least one major, including the minimum stipulated number of semester hours in the major;
- earn at least 50 percent of the course work in the major at Queens;
- earn a minimum grade point average of 2.000 in all work in the major;
- earn a cumulative grade point average of at least 2.000 in all work attempted at Queens College;

RESIDENCY REQUIREMENTS

Queens College Residency Requirement. Every candidate for a first baccalaureate degree in Hayworth College must complete at least 45 of the minimum 120 semester hours required for graduation at Queens College. The residency requirement will be reduced from 45 to 30 credit hours for students who already hold an undergraduate baccalaureate degree from Queens College or another accredited institution and are seeking a second degree. These 30 credit hours must be over and above hours earned for the first degree.

Hayworth College Residency Requirement At least 30 hours must be completed in Hayworth College to graduate from Hayworth College.

ASSESSMENT REQUIREMENT

Students are required to participate in a program of evaluation and assessment administered by the college to measure the effectiveness of a Queens education. This program will include both objective and reflective measurements offered from time to time during the student's years at the college.

PROFICIENCY REQUIREMENTS

Writing Proficiency. A student must enroll in and successfully complete two composition courses, ENGL101 and ENGL102, in order to graduate. These courses must be completed in the first year at Queens.

Mathematics Proficiency. A student must successfully complete one 3-credit hour college level mathematics course, or place into Calculus I. A mathematics placement test is not required for Hayworth College students.

Computer Proficiency. A student must successfully complete or test out of BCIS 110 , or transfer comparable course credit.

FOUNDATION REQUIREMENTS

A minimum of 31 credit hours of Foundation courses from the areas below must be earned for a Bachelor's degree in Hayworth College. A course which satisfies a major requirement may not also be used to satisfy a Foundation requirement. However, prerequisite courses to a major may be used to satisfy Foundation requirements. Majors in American Studies should choose foundation courses in non-American topics.

Area I: Natural Sciences. A student must earn at least seven credit hours in two approved science courses, at least one of which must be a laboratory science course carrying a minimum of four semester hours of credit. The natural science requirement may not be satisfied by credit earned at another institution except as transfer credit earned prior to admission to Queens.

Area II: Fine Arts. A student must earn at least three credit hours in the fine arts, chosen from art or music. (Studio courses may not be applied to the fine arts requirement.)

Area III: Humanities. A student must earn at least six credit hours in humanities, chosen from two of the following disciplines: History, Literature, and Religion/Philosophy.

Area IV: Social and Behavioral Sciences. A student must earn at least six credit hours in the social or behavioral sciences, chosen from two of the following disciplines: Psychology, Sociology, Political Science, or Macroeconomics.

Area V: International Issues. A student must earn at least three credit hours in a course designated as an International Issues course.

Area VI: General Education Electives. A student must earn at least six additional credit hours courses chosen from Foundation Areas I-IV above. The courses must be selected from different areas.

AMERICAN STUDIES

The Hayworth College American Studies major is an interdisciplinary field of study which leads to the Bachelor of Arts degree. Strongly based in the historical study of the culture of the United States, both past and present, the American Studies major explores the distinct characteristics of that which is considered "American" today. The program seeks to promote deeper understanding of forces influencing individuals and world society.

Students are encouraged to examine the factors shaping American civilization through flexible but interrelated study of a number of elective courses. These courses, drawn from such varied disciplines as economics, social sciences, literature, fine arts, and history, permit analysis and evaluation of the American experience from various perspectives. The major is designed to enable students to integrate the knowledge and research technology from related academic areas into a coherent whole.

The American Studies major is an excellent foundation for many occupations, professional careers, and graduate studies. Possible careers include business, public administration, law, and foreign service. Graduate degrees in American Studies are available at an increasing number of universities.

To earn a Bachelor of Arts degree with a major in American Studies, a student must take at least 37 credit hours of courses in American history, arts, literature, and political and social sciences. Each student, in consultation with an advisor, carefully plans a total program of study designed to enable the graduate to take advantage of exciting new opportunities in the field. The student is encouraged to explore significant interrelationships among the various disciplines.

Requirements for the major in American Studies are:
HIST203 The United States to 1877
HIST204 The United States since 1877
ENGL230 Survey of American Literature
Two 300-400 level courses chosen from American history or American literature
One fine arts course in an American field chosen from art, music, or drama
Two social sciences course in an American field chosen from political science, economics, sociology, or anthropology.
AMST400 Special Projects, to be taken for 1, 2, or 3 credit hours
Plus four additional electives in American Studies (12 hours)

Foundation Requirements. Courses used as Foundation Requirements may not also be used toward the 37 hours required for the major. Foundation requirements should be selected from non-American course options to insure a broad and balanced education.

Requirements for the Minor in American Studies:
HIST203 The United States to 1877
HIST204 The United States since 1877
ENGL230 Survey of American Literature
One 300-400 level course chosen from American history or American literature
One fine arts course in an American field chosen from art, music, or drama
One social sciences course in an American field chosen from political science, economics, sociology, or anthropology.

At least 18 credit hours are required for the minor. Students who minor in American Studies may use a maximum of 6 credit hours of minor requirements to fulfill general education requirements.

THE McCOLL SCHOOL OF BUSINESS

The McColl School of Business offers courses that emphasize the concepts and skills needed to understand business practices, organizations and managerial responsibilities. The McColl School offers two majors in Hayworth College: accounting and business administration. All lead to the Bachelor of Arts degree. Accounting majors may not double major in business administration. Students majoring in business administration or accounting may also earn a concentration in marketing. Majors outside the McColl School can complete a minor in business administration or accounting.

ACCOUNTING

A major in accounting prepares students to enter careers in accounting. To earn a Bachelor of Arts degree with a major in accounting, a student must take at least 36 credit hours in business administration courses, 18 of which must be upper division work on this campus. Accounting majors also are required to complete a minimum of 48 hours of courses outside the McColl School.

Requirements for the major in Accounting are:
MATH 105 Finite Mathematics
MATH 206 Statistical Methods
ECON 203 Macroeconomics
ECON 204 Microeconomics
CIST 110 Fundamentals of Microcomputers
BUSN 207 Financial Accounting I
BUSN 208 Financial Accounting II
BUSN 305 Business Law I
BUSN 315 Business Law II
BUSN 307 Intermediate Accounting I
BUSN 308 Intermediate Accounting II
BUSN 311 Cost Accounting
BUSN 313 Auditing
BUSN 316 Federal Taxation
BUSN 317 Advanced Accounting
BUSN 320 Business Ethics
BUSN 333 Principles of Management
BUSN 340 Marketing
BUSN 360 Corporate Finance
BUSN 485 Business Policy

Requirements for the minor in Accounting are:

BUSN 207, 208	Financial Accounting I and II
BUSN 307, 308	Intermediate Accounting I and II
BUSN 311	Cost Accounting
BUSN 316	Federal Taxation

BUSINESS ADMINISTRATION

A major in Business Administration prepares the student to understand the functional areas of business, human relations in organizations, and strategic policy making issues. To earn a Bachelor of Arts degree with a major in Business Administration, a student must take at least 36 credit hours in Business Administration courses, 18 of which must be upper division work on this campus. Business Administration majors are also required to complete a minimum of 48 hours of courses outside the McColl School.

Requirements for the major in Business Administration are:
MATH 105 Finite Mathematics
MATH 206 Statistical Methods
ECON 203 Macroeconomics
ECON 204 Microeconomics
CIST 110 Fundamentals of Microcomputers
BUSN 207 Financial Accounting I
BUSN 208 Financial Accounting II
BUSN 305 Business Law I
BUSN 320 Business Ethics
BUSN 333 Principles of Management
BUSN 340 Marketing
BUSN 360 Corporate Finance
BUSN 485 Business Policy
Plus six hours of 300-400-level electives in Business or Economics.
Business majors who also complete a concentration in Marketing may use those courses to meet the business major's elective requirements.

Marketing Concentration Students earning a concentration in marketing also must complete all core requirements for a major in business administration.
Requirements for the concentration in marketing are:
All core requirements for a major in Business Administration plus
BUSN 452 Marketing Management
BUSN 453 Marketing Data Applications
Plus two courses chosen from:
BUSN 351 Consumer Behavior
BUSN 353 Promotion Management
BUSN 420 International Business

Requirements for the minor in business administration are:
ECON 203 Macroeconomics
ECON 204 Microeconomics
BUSN 207, 208 Financial Accounting I and II
BUSN 305 Business Law I
BUSN 340 Marketing
BUSN 360 Corporate Finance

COMPUTER INFORMATION SYSTEMS

A major in Computer Information Systems provides the student with a broad liberal education to understand the relationship between the technical and non-technical aspects of business. The major is designed and offered to develop the professional skills and capabilities that enable students to pursue careers in computerized information systems in large and small businesses in both the public and private sectors of our economy. It is a major designed for the student who wishes to combine computer knowledge, both mainframe and microcomputer.

Requirements for the major in Computer Information Systems are:
CIST 110 Fundamentals of Microcomputers
CIST 120 Advanced Concepts in Microcomputers
CIST 230 Introduction to the Internet
CIST 240 Applications Programming I
CIST 250 Applications Programming II
CIST 350 Database Applications
CIST 480 Systems Analysis, Design and Implementation
CIST 490 Current Issues in Computer Information Systems
PLUS the following related courses:
MATH 206 Statistical Methods
BUSN 207 Financial Accounting I
BUSN 208 Financial Accounting II
BUSN 320 Business Ethics
BUSN 333 Principles of Management

Requirements for the minor in Computer Information Systems are:
CIST 110 Microcomputer Fundamentals
CIST 120 Advanced Concepts in Microcomputers
CIST 240 Applications Programming I
CIST 250 Applications Programming II
PLUS six additional credit hours in Computer Information Systems.

EDUCATION / TEACHER LICENSURE

It is possible to obtain a North Carolina Class "A" teacher license in secondary education (grades 9-12) in English, taking only evening/weekend courses in Hayworth College with the exception of the student teaching practicum. Teacher licensure may be obtained as a part of the student's four year program. (Students who can take classes in the day can also obtain secondary licensure in the following academic subjects: biology, foreign language (French or Spanish), history, mathematics, or social sciences. Licensure in these areas requires the equivalent of a major. For further information consult your advisor.)

All programs are approved by the North Carolina State Board of education and the National Council for Accreditation of Teacher Education (NCATE), allowing licensure reciprocity with other states. The education of teachers is the joint responsibility of academic departments and the education department. Department objectives state that the education of teachers is threefold: they receive liberal education, they pursue in depth their teaching specialties, and they acquire the necessary professional knowledge and skills needed in teaching.

Admission to the teacher licensure program. All students apply to the Education Department for admission to the Teacher Licensure Programs during spring term of their sophomore year. To be accepted, a student must have:

- positive recommendations by three Queens faculty members,
- an overall grade-point average of 2.500 after four semesters of course work,
- satisfactory scores on Mathematics, Reading and Writing components of the Pre-Professional Skills (PPST) Praxis I Test and
- approval of the Teacher Education Committee.

Students may not take more than 50 percent of their professional education courses before being officially admitted to the Teacher Education program.

Retention in the program. Retention in the program is based on the expectation that students demonstrate characteristics of and conduct themselves as members of the teaching profession. Students may be removed from the program upon showing professional incompetence. A deficiency in one or more of the following areas is evidence of professional incompetence:

- knowledge of the subject;
- ability to impart that knowledge;
- the manner and efficacy of discipline in the classroom;
- rapport with students, as well as parents, faculty, administration and staff;
- physical and mental ability to perform the essential functions of a teacher.

Professional incompetence may be grounds for dismissal from the program and failure to recommend students for licensure.

Admission to student teaching. Students must apply for student teaching in the term preceding their planned student-teaching semester. All professional course work must be completed before the student-teaching semester. Minimum criteria for admission for student teaching are:

- a grade point average of 2.75;
- recommendation by the major department;
- approval of the Education Department and Teacher Education Committee.

North Carolina testing requirements. In addition to completing all program requirements, in order to be licensed in North Carolina students must successfully pass any tests mandated by the State at that time. Currently, students are required to take two components of PRAXIS II - a specialty area test and the Principles of Learning and Teaching test - and the North Carolina Essential Technology Skills Inventory. Complete information on current testing and application forms for the PRAXIS I and II may be obtained from the Education Department.

Persons interested in teacher licensure who have already earned a bachelor's degree are admitted as post-baccalaureate students. They should contact the Hayworth College

Admissions office regarding admission and are expected to successfully complete a minimum of 12 credit hours at Queens College prior to student teaching.

REQUIREMENTS FOR LICENSURE. Licensure requires the achievement of competencies in areas designated by state and national accrediting agencies in (1) general education, (2) professional education and (3) teaching specialty area.

GENERAL EDUCATION REQUIREMENTS / SECONDARY LICENSURE

Courses that fulfill competency requirements must be approved by the advisor.

- two courses in composition
- a literature course
- world civilization
- United States history
- one course in college mathematics
- general psychology
- one laboratory science course
- two additional liberal arts courses chosen from different disciplines, i.e. music, art, drama foreign language, speech, philosophy, etc.

SECONDARY (9-12) PROFESSIONAL EDUCATION REQUIREMENTS (ENGLISH)

EDUC221 Introduction to Teaching
EDUC270 Computers in Education
EDUC310 Educational Psychology
EDUC345 Content Area Reading
EDUC436 Secondary Methods/Materials
EDUC499C Professional Internship: Secondary Student Teaching
EDUC452 Post-Practicum Seminar in Secondary Education

Teaching Specialty Requirements (English)

Completion of the English major, including ENGL207 and 309, and DRAM 231 and 233

ENGLISH

The study of English focuses on the various ways that human beings have sought to understand their lives and the world through the writing of stories, poems, essays plays and novels. The English major provides both an historical knowledge of the development of British and American literature and an understanding of the different forms and styles of literature. It develops skills in close reading, careful analysis and forceful, articulate writing that are necessary for a broad range of careers. The English major also prepares students for law school or for graduate study in literature, composition theory, creative writing and American studies. The English major leads to a Bachelor of Arts degree. A minimum of 36 hours in English are required.

Courses required for the major in English are:

ENGL 200 Introduction to World Literature
ENGL 210 British Literature to 1600
ENGL 220 British Literature 1600 to the present
ENGL 230 Survey of American Literature

ENGL 460 Studies in Literature and Criticism
Plus two of the following:
- ENGL 303 Major Figures in World Drama: Greece to the Early Renaissance
- ENGL 309 Chaucer and Medieval Literature
- ENGL 313 Shakespeare
- ENGL 318 The Seventeenth Century

Plus one of the following:
- ENGL 322 Nineteenth Century British Literature
- ENGL 324 Nineteenth Century American Literature

Plus two of the following:
- ENGL 325 The Novel
- ENGL 326 Modern British Literature
- ENGL 327 Modern Drama
- ENGL 328 Modern American Literature

Plus two additional English electives chosen from literature course, creative writing courses, or COMM 307.

English Minor. Courses required for a minor in English are:
ENGL 200 Introduction to World Literature
ENGL 210 British Literature to 1660
ENGL 220 British Literature 1660 to present
Plus 12 additional hours, nine of which must be at the 300 level or above. ENGL 230 is recommended.

NURSING

The James D. Vail III Bachelor of Science of Nursing program is accredited by the National League for Nursing Accreditation Commission (NLNAC). This four-year baccalaureate degree program provides opportunities for the development of the professional nurse through courses in the humanities; social, behavioral, and natural sciences; fine arts; and nursing. Nursing content is founded on self-care theory. High priority is given to academic excellence and clinical experience. Major emphasis is placed on clinical nursing practice in combination with classroom and laboratory instruction. Selected clinical experiences begin in the second year of the program and progress throughout the program.

Students with a variety of backgrounds may be accommodated within the program. Students pursuing nursing for the first time, those with some nursing background, and those licensed to practice nursing (RNs) may all enter the Bachelor of Science in Nursing program.

The program provides an atmosphere in which the individual can develop a personal and professional value system. Pre-licensure graduates are eligible to apply to take the NCLEX-RN licensing exam. All graduates are prepared to practice professional nursing in a variety of settings and specialties. The curriculum prepares students for graduate study in nursing.

Clinical Course Enrollment. The faculty of the Vail Program of Nursing have an academic, legal and ethical responsibility to protect the public and the health care community from unsafe and/or unprofessional nursing practice. It is within this context that prior to beginning each clinical experience, the student must have on file proof of the following requirements:

- Queens College health history and physical examination, completed within 18 months of the first clinical course,
- Current immunizations,
- Current TB skin test,
- Current personal health insurance,
- A signed "Need for Accommodation Form" in compliance with the American Disabilities Act of 1990,
- Current CPR certification: BCLS-C,
- Current status of Hepatitis B vaccine, and
- Others as identified in selected courses.

Admission to the Major Admission to Queens College does not guarantee admission to the nursing major. Acceptance to the nursing major is competitive and selective. Acceptance is based on a Queens cumulative grade point average and a prerequisite course grade point average of 2.500 (including all 200-level nursing courses), at least a C- in the theory and lab components of prerequisite courses, and other requirements listed below. When the number of qualified student applicants exceeds the number that can be admitted, the amount of coursework taken at Queens will take on increased significance.

Application to the Major. All students must make formal application to the nursing program during or following the semester in which all required prerequisite courses are completed. Pre-licensure students must apply to the nursing major prior to the 300-level nursing courses, and RN students must apply prior to the 400-level nursing courses.
Application requirements include:

- Non-refundable application fee,
- Prerequisite check-list with supporting transcripts,
- Verification of clinical course enrollment requirements,
- Record of high school graduation, high school equivalent, or earned credits from an approved post-secondary institution.

Specific guidelines for the application process are available through the Vail Program of Nursing.

The Nursing Student Qualifications Committee - Undergraduate (NSQC-U) reviews applications at specified times during the year and notifies students of committee decisions in a timely manner.

Special Information for Registered Nurses. The nursing major at Queens offers a curriculum designed to accommodate career advancement and the diverse learning needs of registered nurses (RNs). The length of the program will depend upon prior academic preparation and individual scheduling. In addition to meeting the same application requirements of pre-licensure students, RN requirements include:

- Proof of current, unrestricted licensure as an RN in North Carolina,
- Evidence of current work experience or successful completion of validation examinations,
- Successful completion or validation of NURS 204 and NURS 205,
- Successful completion of NURS 300 Nursing: A Practice Discipline.

BSN DEGREE REQUIREMENTS

Candidates for the Bachelor of Science in Nursing degree are required to fulfill all Hayworth College graduation requirements as well as the requirements for the nursing major. Any request for exceptions to the outlined nursing major requirements are to be sent in writing to the chair of the NSQC.

Prerequisite Courses to the Major:
BIOL 111 & lab Human Anatomy
BIOL 112 Human Physiology
BIOL 120 Introduction to Medical Microbiology
CHEM 101 & lab General Chemistry I
CHEM 102 & lab General Chemistry II
PSYC 201 Introduction to Psychology
PSYC 304 Abnormal Psychology
NURS 201 Intro to Professional Nursing
NURS 202 Health Assessment
NURS 203 Intro to Clinical Nursing
NURS 204 Pharmacology
NURS 205 Nutrition

Additional Required Courses for the Major:
MATH 206 Statistical Methods
PSYC 320 Developmental Psychology

Nursing Major Courses Required for Pre-licensure Students
NURS 303 Adult Nursing
NURS 307 Mental Health Nursing
NURS 315 Parent-Child Nursing
NURS 400 Nursing Research
NURS 401 Management in Nursing
NURS 402 Community Health Nursing
NURS 452 Nursing Perspectives
NURS 498 Nursing Internship I (pre-licensure students only)
NURS 499 Nursing Internship II (pre-licensure students only)

Nursing Major Courses for Registered Nurse Students
NURS 300 Nursing: A Practice Discipline (RN students only)
NURS 400 Nursing Research
NURS 401 Management in Nursing
NURS 402 Community Health Nursing
NURS 442 Complex Nursing Situations (RN students only)
NURS 452 Nursing Perspectives

In order to graduate with a degree in nursing, a student must earn at least a C- in all the prerequisite, additional required, and nursing courses listed above.

ORGANIZATIONAL COMMUNICATION

The study of organizational communication is the examination of how people create, send, receive and interpret face-to-face, print and electronic messages so that they can work together. Nothing happens (product development, marketing, selling, shipping, or revenue collection) in any organization without communication. The program combines courses in business, writing, and communication theory for a powerful major well suited to today's dynamic global marketplace. Twelve courses (36 credit hours) are required for the major.

Requirements for the major in Organizational Communication are:
COMM 205 Interpersonal and Group Communication
COMM 207 Nonfiction Writing
COMM 300 Communication Theory and Ethics
COMM 307 Technical Communication
OCOM 302 Communication in Management
OCOM 303 Persuasion
OCOM 305 Organizational Communication
OCOM 315 Business and Professional Speaking

PLUS at least twelve credit hours chosen from:
BUSN 333 Principles of Management
BUSN 340 Marketing
COMM 201 Public Speaking and Listening
OCOM 301 Intercultural Communication
OCOM 309 Communication Campaigns
OCOM 313 Topics in Organizational Communication
OCOM 317 Gender in the Workplace
OCOM 319 Communicating Major Change
OCOM 350 Independent Research/Study in Organizational Communication

Requirements for the Minor in Organizational Communication are:
At least 18 credit hours are required for the minor, including:
COMM 201 Public Speaking and Listening
COMM 205 Interpersonal and Group Communication
COMM 300 Communication Theory and Ethics
OCOM 305 Organizational Communication
Plus two more courses (six credit hours) chosen from any 300-400 level OCOM offerings.

PSYCHOLOGY

The department emphasizes the development of an understanding of factors important in determining behavior. Introductory courses present basic psychological principles; upper-level courses provide opportunities for further work in areas of special interest.
Independent study allows the student to design and carry out original research.
A major in Psychology provides a basis for graduate study in areas of psychology, education, social sciences, social work and law as well as a foundation for careers in personnel, social work, mental health and similar areas.

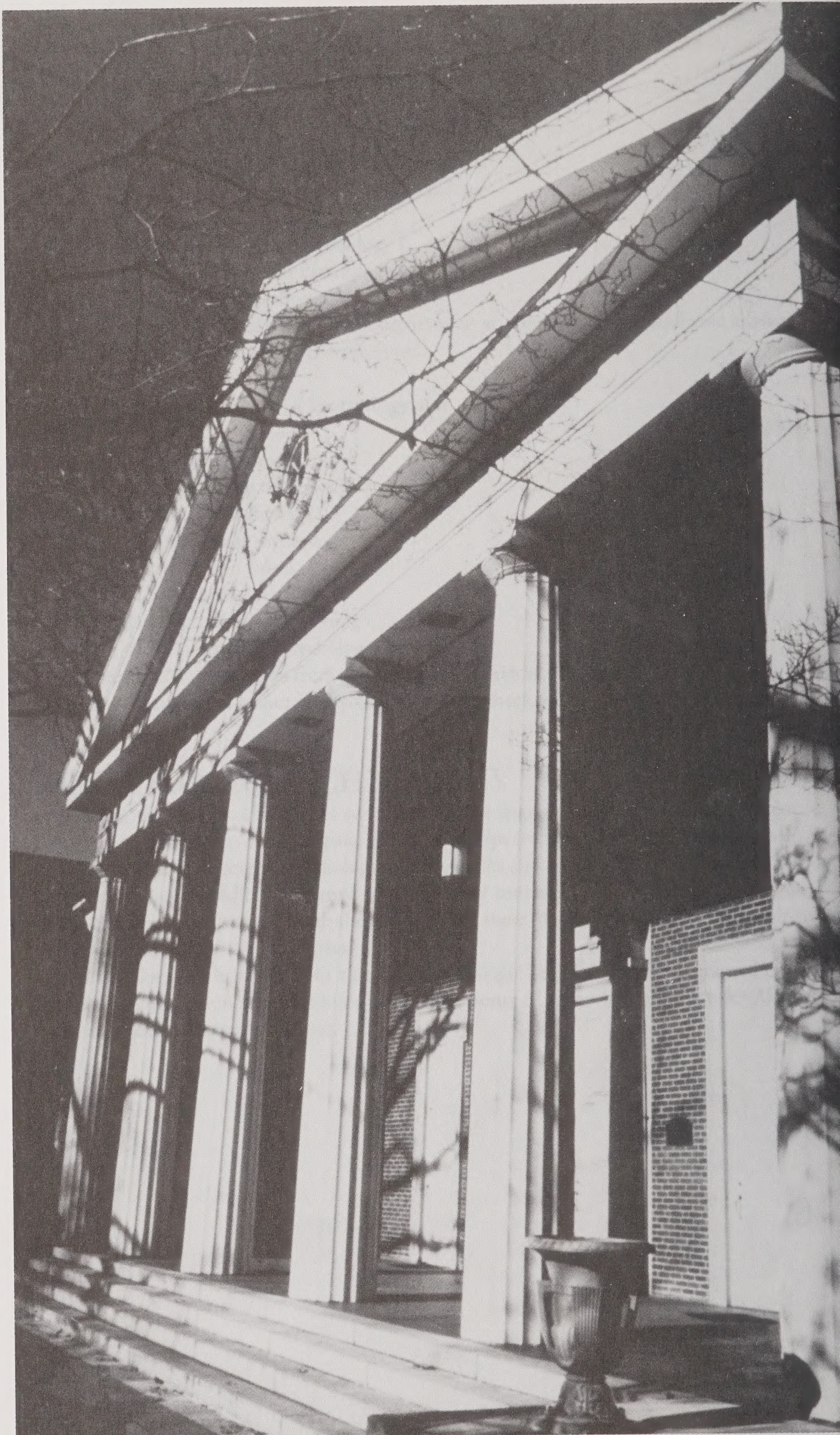
Requirements for a major in Psychology are:
PSYC 201 General Psychology
PSYC 303 Social Psychology
PSYC 306 Experimental Methods in Psychology
PSYC 306L Laboratory in Experimental Psychology
PSYC 314 Psychology of Learning
PSYC 400 Advanced General Psychology I
PSYC 401 Advanced General Psychology II
MATH 206 Statistical Methods
Plus at least 16 additional hours in the department as approved by the academic advisor.
BIOL 112 and PHIL 203 are recommended.

Requirements for a minor in Psychology are:
PSYC 201 General Psychology
Plus one course chosen from:
  PSYC 302 Psychology of Personality
  PSYC 303 Social Psychology
  PSYC 304 Abnormal Psychology
Plus one course chosen from:
  PSYC 311 Psychological Tests
  PSYC 314 Psychology of Learning
  PSYC 412 Physiological Psychology
Plus three additional courses from the entire departmental offerings.
A student planning to minor in Psychology should check with a departmental member.

RADIOLOGIC TECHNOLOGY

A student may not be admitted to candidacy for the degree until certified by the American Registry of Radiologic Technologists, with a transcript from any hospital school accredited by the American Registry of Radiologic Technologists and approved by the College. Thirty semester-hours of credit are assigned to professional courses carried in the school of radiologic technology; these constitute the major. All of these 30 credit hours shall be considered equivalent to 300-400 level courses.

The Bachelor of Arts degree with a major in Radiologic Technology will be granted upon successful completion of an additional 90 credit hours of approved college work. All degree requirements must be met.



GRADUATE PROGRAMS

Within the overall purpose of Queens College, the goals of Hayworth College are to provide graduate education within a liberal arts framework to non-traditional students in the Charlotte community. Graduate programs provide advanced, specialized education, which prepares students for professional careers. These programs also seeks to develop personal and professional values that are necessary for responsible citizenship. Graduate Programs in Hayworth College lead to the Master of Arts (MA) degree in Organizational Communication, the Master of Arts in Teaching (MAT) degree in elementary education, post-baccalaureate teacher certification, and the Master of Science in Nursing (MSN) degree.

ACADEMIC POLICIES

ACADEMIC RESPONSIBILITY

While Queens College makes every effort to advise and counsel students on their academic programs and academic requirements, it is the student who is ultimately responsible for fulfilling all requirements of a degree.

Academic Advising An academic advisor is assigned to help the student with this responsibility and all the designated advisor should approve all academic plans. It is the student's responsibility to schedule advising appointments with the designated advisor as necessary to plan a course of study to complete a graduate program, or to discuss current academic questions and problems.

CATALOG OF ENTRY

In general, a student must fulfill the degree requirements set forth in the Catalog current during the student's first term enrolled in a graduate program at Queens. Academic policies amended while a student is enrolled in courses at Queens may be deemed to apply regardless of the policies stated in the Catalog at time of entry. The College reserves the right to modify degree requirements from those listed at the time of entry due to curricular exigencies. If students are readmitted they re-enter under the Catalog in effect at the time of readmission.

VARIATIONS IN DEGREE REQUIREMENTS.

Any change in degree requirements must be approved by the appropriate Graduate Student Qualifications Committee.

ADMISSION ELIGIBILITY.

Acceptance to a graduate program will remain effective for one calendar year following the beginning of the term for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to reapply, and the subsequent admission decision will be based on the existing admission standards at the time of reapplication.

TIME LIMIT FOR DEGREE COMPLETION

All course work for the Master of Arts in Teaching degree or the Master of Arts in organizational communication degree must be completed within seven years of matriculation. All course work for the Master of Science in Nursing degree must be completed within five years of matriculation. The appropriate Student Qualifications Committee must grant exceptions to these time limit.

TRANSFER OF COURSES

Any grade received from another institution will not be included in the Queens grade-point average. Ordinarily, no more than six hours (two courses) of graduate credit are accepted in transfer work. Only graduate courses with a grade of B or better will be considered for transfer credit. Normally graduate students may take courses at another accredited institution for transfer if the courses are equivalent to, or supplemental to, those offered in Queens' graduate programs.

Upon admission. Courses considered for transfer credit must have been completed within the three years immediately preceding admission into a Queens College graduate program. Granting of transfer credit is dependent upon the specific course under consideration, which will be evaluated in terms of content, level, and equivalency to the course in the Queens graduate program.

After admission. After a student has been admitted to a graduate program he must request prior approval from the graduate student advisor to receive credit for transferred courses. An official transcript of work done at another institution must be sent to the Registrar.

REGISTRATION

All students are expected to register at the time and place indicated on each term schedule.

COURSE LOAD

A full-time graduate academic load is nine credit hours per term. A student who is employed full-time should not take more than six graduate credit hours or nine credit hours of combined graduate and undergraduate courses per term.

DUAL ENROLLMENT

Students enrolled in a graduate program may also take undergraduate courses at Queens. They may register for these classes at the same time and place as graduate class registrations, as long as they meet the necessary prerequisites or any other restrictions that apply to an individual class. Dual enrollees will follow the procedures, policies, and calendar of the undergraduate college in which they have enrolled.

DROP AND ADD

The drop and add period is limited. When a course is dropped during that period, there is no record of that registration, and no tuition charge is incurred for that course. Students who drop all courses at Queens College in their first semester of attendance will not have matriculated into the College. To drop or add a course the student must contact the Hayworth Office or Registrar's Office to complete the appropriate form. After the drop/add period has ended, a student must withdraw from any course he does not intend to complete in order to receive a grade status of "W".

WITHDRAWAL FROM A COURSE

The withdrawal period is limited. The deadline for course withdrawal is published each term in the term calendar. To withdraw from a course the student must contact the Hayworth Office or Registrar's Office to complete the appropriate form. After the deadline for withdrawal a student who does not intend to complete a course and wishes to receive a grade status of "W" must receive special permission from the Student Qualifications Committee. A student who simply stops attending class during the semester will receive a grade of "F" for the course.

WITHDRAWAL FROM THE COLLEGE

By the Student. A student who wishes to withdraw from the College must notify the Hayworth Office and complete the appropriate form. Upon withdrawal, all grades in progress will be recorded as "W". A student who simply stops attending classes will receive a grade of "F" for all courses.

By the College. If a student does not register for a course for two consecutive terms, the student will be administratively withdrawn from the College and considered an inactive student. An inactive student must apply to the admissions office for readmission, and will resume studies under the Catalog in effect at the time of readmission. The College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Leave of Absence Graduate students may request a leave of absence for a number of terms not to exceed one calendar year. A request for a leave of absence should be sent in writing to the Director of Hayworth College. Students who return on the agreed-upon date re-enter the program with the same status held at the time they left. Students who do not obtain a formal leave of absence, or those who do not return in the agreed-upon term, shall be considered withdrawn from the College and will have to reapply to gain readmission.

READMISSION

Inactive students who were in good standing and who wish to re-enroll should submit a new application and any additional materials requested, including transcripts from all colleges attended since leaving Queens College. Readmitted students adhere to the requirements of the Catalog at the time of re-entry.

GRADUATION

Graduation Requirements. Students may receive a graduate degree only after meeting all of their program requirements. A grade-point average of 3.000 or better is required in all graduate course work. No more than six extra hours (two courses) may be taken for the purpose of increasing the student's grade-point average to the required level. No course with an assigned grade below C may apply toward degree requirements.

Declaration of Intent to Graduate It is the student's responsibility to be aware of progress toward the degree, and to file a completed Intent to Graduate form in the registrar's office before the first day of class in the term before the term in which the degree requirements will be completed. It is recommended that graduate students file intent to graduate six months before completion of a program.

Commencement exercises are held in May of each year for all graduates who have completed degree requirements in the previous summer and fall terms, and in the current spring term. The diploma is awarded at this time.

GRADING

Graduation requirements are based on the quantity and quality of the student's work. Graduate programs use the following system of grades and grade-point values per credit hour.

Grade	**Quality Points**
A = Excellent	4.000
B = Satisfactory	3.000
C = Poor	2.000
F = Failing	0.000
P = Passing	0.000
Course Status	**Quality Points**
I = Course Work Incomplete	0.000
W = Student Withdrawal	0.000

Grade Point Average The grade point average is used to determine eligibility for admission and graduation. It is calculated by dividing the total number of quality points by the total number of graded credit hours attempted. Graded credit hours include all courses with grades of A, B, C, and F. Courses with grades or status of P, W, and I are not figured in the grade-point average. A student's cumulative grade-point average at Queens is based solely on academic work at Queens, and is not affected by course credit earned at another institution.

Pass / No Record. Some graduate classes may be offered on a Pass/ No Record basis. Pass in a graduae course is equivalent to A or B. A graduate course may not be taken on a Pass/ No Record basis unless this grade status is specified in the course description.

Incomplete Status Only the faculty member may assign a course status of Incomplete (I). When a faculty member assigns a grade status of I in a course for a student, the faculty member must complete the appropriate form in the registrar's office. A status of Incomplete (I) may be assigned if a student is passing the course and has a justifiable reason for not completing the work on time. This status must be changed within one year of the end of the term in which the status was recorded by completing the stipulated work. Otherwise, the instructor or the registrar may change the status as appropriate. No student with a status of "I" may receive a degree. Neither credit hours nor grade points are awarded for a course whose status is "I".

STUDENT QUALIFICATIONS

The faculty has established standards of satisfactory academic progress which are administered by its Graduate Student Qualifications Committees. At the end of each term the appropriate committee reviews the academic record of each student who is in academic difficulty.

Academic probation and dismissal. A graduate student who earns an F in any course will be subject to dismissal from the college. Students will be placed on probation if they earn a grade of C in two graduate courses, or if their grade point average falls below 3.000.

The records of students placed on academic probation will be reviewed by the appropriate committee at the end of each term. To be removed from probation the student's cumulative record must be at least 3.000 and the student must not have more than two grades below B on the academic record.

If an education or organizational communication student cannot be removed from probation after one term, he or she is subject to academic dismissal from the college.

If a nursing student cannot be removed from probation after two consecutive terms following probation, that student is subject to academic dismissal from the college.

Admission on Probation. Students admitted on academic probation must meet the terms of probation set by their admission letter, which may vary, in order to be allowed to continue in the program.

Readmission after Dismissal. A student dismissed from a graduate program may apply for readmission after an absence of at least one term. A readmission application must be submitted to the Hayworth Graduate Admissions Office along with a personal statement concerning the student's goals and accomplishments since leaving Queens and expectations of future success at Queens. The application will be submitted to the appropriate Graduate Student Qualifications Committee for action. A student readmitted to a graduate program following academic dismissal is normally placed on academic probation.

THE HONOR CODE

The Honor Code of Queens College is at the heart of our commitment to integrity and academic freedom. The purpose of the Honor Code is to provide this community with an atmosphere of mutual trust among students, faculty, and administration. The Honor Code is binding on all members of the College community and applies to all phases of life at the College. Queens students are responsible for their personal conduct at all times and shall be subject to discipline, including possible suspension, for behavior that discredits themselves or the College. As a commitment to this system of honor, students are asked to sign the Honor Code as part of their application for admission. The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to developing a community of honor, including taking action against those who violate the Honor Code:

As a member of the Queens College community, I will endeavor to create a spirit of integrity and honor for its own wake at Queens College. Academic Pledge: I pledge truthfulness and absolute honesty in the performance of all academic work. Community Pledge: I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to College policies. Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold this code and not to tolerate any violations of its spirit or principles.

Violations of the Honor Code include, but are not limited to, cheating, lying, theft, and academic dishonesty. Two examples of the latter are plagiarism, the use of an other's words or ideas without giving credit to the source, and computer misuse, including accessing, transferring, or altering information without authorization. Suspected violations of the Honor Code by an undergraduate student should be reported to the Director of Residence Life, and will be heard by a college Judicial Committee. Suspected violations of the Honor Code by a graduate student should be reported to the Dean of Graduate Programs and will be dealt with by a graduate Judicial Committee.

STUDENT RECORDS

Public Records (Directory Information) The following information on individual students is considered Directory Information and is public: full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents' names, class schedules, and religious affiliation. This public information may be released or published without the student's consent. However, it is the policy of Queens College to refuse to release information to private firms or mailing lists. Students who do not wish this information made public may inform the Registrar's Office, requesting a **"Directory Hold"** in writing, within 10 days after registration each term. The Registrar will notify other college offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved. Requests for student data from agencies such as HEW, OEO, and research agencies may be honored without prior approval of the student, ordinarily in anonymous form.

Confidential Records. All personally identifiable material on particular students used to make decisions about students or used for transmittal to others outside the college and which is other than public material, as defined above, is considered confidential.
Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work.

Official Records. Official records are released only with the written permission of the student. Official records include material on students relating to their status as students held by any office of the College and intended for the use of the College or available to parties outside the college.
Official records do not include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by individual faculty or administrators as aids to memory but not intended for transmittal to others.

Access to Official Records. Queens College, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits students to inspect their records whenever appropriate and to challenge specific parts of them as necessary. Each enrolled or former student of Queens college has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: Files on individual students are retained for five years after the student leaves the college. Only the transcript is kept indefinitely.) Student access to official educational records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's office. The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request. A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in offices whose functions require such information.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

RECORDS OF PROGRESS

The college maintains records of progress on both veteran and non-veteran students. Progress records are furnished to all students at the end of each scheduled academic term.

RECORDS OF IMMUNIZATION

Students who are enrolled in four or more credit hours, and who are taking any classes which begin before 4 p.m. Monday through Friday, are required to provide valid documentation of immunizations to be compliant with North Carolina state law. Forms for this purpose are available from and are kept on file in the Irwin-McKay Health Center.

STUDENT AGE, VACCINES, AND DOSE REQUIREMENTS

Students 17 year of age and younger

DTP or Td2	Polio	Measles2	Mumps4	Rubella4
3	3	2	1	1

Students born in 1957 or later and 18 years of age or older

DTP or Td1	Polio	Measles3	Mumps4	Rubella4
3	0	2	1	1

Students born before 1957

DTP or Td	Polio	Measles	Mumps	Rubella
3	0	0	0	1

Students 50 years of age and older

DTP or Td	Polio	Measles	Mumps	Rubella
3	0	0	0	0

1. *DTP (Tiphtheria, Tetanus, Pertussis), Td(Tetanus, Diphtheria): One Td booster dose within the last 10 years.*
2. *Measles: one dose on or after 12 months of age; second at least 30 days later.*
3. *Two Measles does if entering college for the first time after July 1, 1994.*
4. *One dose on or after 12 months of age*

GRADUATE EDUCATION PROGRAMS

Master Of Arts In Teaching (MAT)

GOALS

The MAT program will:

- provide opportunities for the teacher to develop insights into the understandings of the theoretical and philosophical bases for educational practices in the elementary school, the elementary curriculum, the interrelationship of subjects and major curriculum movements and trends;
- develop the teacher's understanding of the nature of the learner, the learning process and the evaluation of learning, including an in-depth analysis of the concepts of educational psychology, learning theory, and testing and measurement;
- assist the teacher in gaining insights and skills in the use of techniques of research and in designing and carrying out research projects, including the necessary understandings and skills to develop action research in classroom situations;
- provide the teacher with a concentrated study of the instructional areas of the elementary curriculum, including the development of a repertoire of concepts, knowledge and management skills necessary to provide developmentally appropriate learning environments for elementary school children; and
- develop the conceptual framework, skills and field experience necessary to enable teachers to synthesize the diversity of information and resources for providing a developmentally appropriate living/learning environment for elementary children.

OBJECTIVES

The MAT program will:

- develop knowledge and understanding of theories and principles of human growth and development and learning and their implications for providing learning environments appropriate to the physical, cognitive, social and emotional needs of elementary school children;
- develop an understanding of the basic principles of curriculum planning and implementation of a developmentally appropriate, comprehensive integrated classroom program;
- develop knowledge of learning strategies and models consistent with the developmental needs of elementary school children and reflective of proven educational practice and research;
- develop knowledge of effective instructional practices and assessment strategies which apply language and literacy research and theory to the planning of an integrated literature and communication process throughout the curriculum;
- develop knowledge and understanding of the mathematical concepts and processes and their implications for developing learning environments which focus on the

importance of learning through concrete and manipulative experiences and on fostering positive attitudes towards mathematics;

- develop knowledge of science concepts, principles, and experiences that will enable teachers to provide integrated, discovery-centered, teacher-facilitated classroom science programs which are developmentally appropriate for elementary school children.

ADMISSION to the MAT Program

Those interested in the MAT program should contact the Graduate Admissions office at 337-2314. To be considered for admission to the MAT program, an applicant must:

1. Hold a baccalaureate degree from an accredited institution, or be a degree candidate in the BA-MAT program in Hayworth College.
2. Submit a completed graduate application form, including the non-refundable $25 application fee.
3. Submit official transcript(s) of all post-secondary academic course work. It is the applicant's responsibility to have all transcripts sent directly from each institution attended to the Hayworth Graduate Admissions Office.
4. Have a cumulative grade-point average of at least 2.500 or better on a 4.000 scale on all post-secondary academic course work.
5. Provide the Hayworth Graduate Admissions Office with two letters of reference.
6. Submit satisfactory scores on the Graduate Record Examination (GRE).
7. Applicants from non-English-speaking countries also must submit the following documents:
   a) test scores of 550 or higher on the Test of English as Foreign Language (TOEFL) Examination.
   b) Certified English translation of all prior academic records for work that corresponds to the bachelor's degree in the United States.
   c) Bank statements stating that funds, in US currency, are available for the student's education. Students and their families should be prepared to bear all expenses involved in obtaining an education in the United States since there are no federal or state financial aid resources for foreign students.

STUDENT STATUS

FULL GRADUATE STATUS is accorded applicants who have met all admissions requirements, including a satisfactory undergraduate grade-point average, an acceptable GRE score, and the satisfactory completion of any required preparation or prerequisite courses.

PRELIMINARY GRADUATE STATUS is accorded applicants who have not yet completed the required prerequisite courses or preparatory requirements, but who have a satisfactory undergraduate grade-point average and an acceptable GRE score. Students should notify the graduate office when all preliminary course work has been completed to receive full graduate status. Students must be at full graduate status before the student teaching internship experience.

NONDEGREE GRADUATE STATUS. A student who wishes to take graduate courses for teaching-license renewal or other personal reasons, but not for a degree, will be classified as having non-degree graduate status. To be admitted as a non-degree graduate student, an

individual must complete the same admissions procedures as other graduate applicants and meet the standards for general admission into the graduate program.
Generally, a non-degree graduate student may not take more than nine credit hours. After completion of nine credit hours, the student must be admitted with full graduate status in order to continue.

NONDEGREE TRANSIENT STATUS. A student who wishes to take a graduate course for transfer to another institution will be classified as a transient student. Generally, a transient student is admitted for one term only. Transient students must complete an application form and submit a copy of their GRE score, a letter of good standing from their home institution and evidence of completion of any prerequisites required.

RETENTION

Retention in the program is based on the expectation that students demonstrate the characteristics of, and conduct themselves as members of, the teaching profession. Students may be removed from the program upon showing professional incompetence. A deficiency in one or more of the following areas is evidence of professional incompetence:

- knowledge of the subject taught,
- ability to impart that knowledge,
- the manner and efficacy of discipline in the classroom,
- rapport with students, as well as parents, faculty, administration and staff,
- physical and mental ability to perform the essential functions of a teacher.

Professional incompetence may be grounds for a failure to recommend students for licensure.

STATE LICENSURE

In order to meet the requirements for licensure in the state of North Carolina, completion of the MAT program and passing scores on the Professional Knowledge and Specialty Area components of the PRAXIS are required as well as any additional requirements mandated by the N.C. Department of Instruction.

DEGREE REQUIREMENTS

MASTER OF ARTS IN TEACHING

PROFESSIONAL COURSE WORK.

The MAT program consists of 36 hours of graduate professional education course work in the Charlotte-Mecklenburg School (CMS) System. In addition, a 12 credit hour student teaching internship experience is required. This experience is the capstone of the program. Enrollment in EDUC 593 Professional Internship takes place only after the completion of all professional education course work.

FIELD EXPERIENCES

In conjunction with course requirements, the program requires field experiences in a variety of grade levels in the CMS System. Field experiences related to methods courses will be arranged with the course instructor. Each student is responsible for completing the field hours required in the methods courses. In addition, students will design and complete 10-

hour-minimum field placement at a CMS school of their choice. The purpose of this experience is to broaden students' knowledge and enable them to pursue their interest in the variety of CMS school configurations. A field-experience proposal must be submitted and approved by the department prior to beginning the self-designed field experience. Forms for this purpose are available from the Education Department and must be submitted during the first month of the semester prior to the semester for which placement is requested. Each field experience placement consists of opportunities for students to:

- Observe students and teachers in a learning environment.
- Assist teachers with professional responsibilities.
- Provide direct teaching and management experience in one-on-one or small group settings.

Students are asked to keep a reflective journal documenting field experience highlights based on the 10 Education Department Knowledge Base Themes. Completed journals will be submitted to the education department prior to the internship semester.

COMPREHENSIVE EXAMINATION

A comprehensive written examination is required. The examination is taken at the end of the professional internship when all other program requirements are satisfied. Students must successfully complete the examination before they are awarded the degree or recommended for licensure. The exam is evaluated on a pass/fail basis.

UNDERGRADUATE COMPETENCY REQUIREMENTS

The MAT program and the North Carolina Department of Public Instruction require a well-rounded liberal arts background. In most cases the minimum general education requirements would include courses in the following areas, which must be completed before beginning the professional internship:

- Two courses in composition
- Literature
- World Civilization Since 1650
- The United States Since 1877
- One course in college mathematics
- General Psychology
- Principles of Sociology
- One laboratory science course
- One economics course
- One additional social science course, preferably political science
- Two additional liberal arts courses chosen from different disciplines, (i.e. music, art, drama, foreign language, speech, philosophy)

MAT Professional Education Requirements

Hours	Course No.	Title
3	EDUC 501	Principles of Learning
3	EDUC 502	Child Development
3	EDUC 503	Educational Research and Evaluation
3	EDUC 513	Foundations of Mathematics
3	EDUC 514	Introduction to Computing for Teachers
3	EDUC 515	Foundations of American Education

3	EDUC 520	Elementary School Curriculum and Instruction
3	EDUC 524	Diagnosis and Correction of Reading Difficulties
3	EDUC 527	Reading and Language Arts in the Elementary School
3	EDUC 533	Methods for Teaching Science
3	EDUC 540	Social Studies for Teachers
3	EDUC 593	Professional Internship
3	EDUC 595	Models of Teaching
36	**Total**	
12	EDUC593	Professional Internship

SUGGESTED COURSE SEQUENCE

Students may begin the MAT program at any term - spring, summer, or fall. A sequence of courses can be developed for individual students by the MAT advisor. Suggested sequences may be obtained from the graduate student advisor or the Education Department. Notes:

- EDUC 503 Educational Research and Evaluation and EDUC 520 Elementary School Curriculum and Instruction should be taken as early in the program as possible.
- EDUC 527 Reading and Language Arts in the Elementary School should be taken before EDUC 524 Diagnosis and Correction of Reading Difficulties.
- EDUC 593 Professional Internship should be scheduled for the final term.

POST BACCALAUREATE TEACHER LICENSURE PROGRAM

In addition to providing graduate programs, the education department has developed individual programs for post-baccalaureate, non-degree students seeking initial North Carolina Class "A" licensing.

Queens College is accredited by the state of North Carolina to offer licensure in the following areas:

- Elementary education
- Secondary: English, mathematics, biology, history, or general social studies
- K-12 Spanish or French

All courses required for secondary licensure (9-12) in English are offered in the evenings, with the exception of the student teacher practicum. Licensure in elementary education, other areas of secondary (9-12), and K-12 Spanish of French is available for students who can take classes during the day as well.

ADMISSION TO THE POST BACCALAUREATE TEACHER LICENSURE PROGRAM

Individuals who hold a bachelor's degree and are interested in obtaining teacher licensure in the areas listed above should contact the Office of Graduate Admission at 704-337-2314 for information.

To be considered for admission to the Post BaccalaureateTeacher Licensure Program (PBTL), an applicant must:

1) Hold a baccalaureate degree from an accredited institution.
2) Submit a completed graduate application form, including the non-refundable $25 application fee.
3) Submit official transcripts of all previous academic work beyond high school. It is the applicant's responsibility to have all transcripts sent directly from each institution attended to the Office of Graduate Admissions.
4) Provide the Office of Graduate Admissions with two letters of reference.
5) Have a cumulative grade-point average of at least 2.5 or better on a 4.0 scale on all post secondary academic course work. The grade-point average on all major courses or courses required for preparation for the area of proposed graduate study should be 3.0 or better on a 4.0 scale.
6) International students must also submit the following documents:
   a) test scores of 550 or higher on the Test of English as Foreign Language (TOEFL) Examination if English is the second language;
   b) a course-by-course evaluation of any post-secondary course work submitted by an approved evaluation service;
   c) bank statements stating that funds, in US currency, are available for the student's education. Students and their families should be prepared to bear all expenses involved in obtaining an education in the United States since there are no federal or state financial aid resources for foreign students.

POST BACCALAUREATE STUDENTS ARE SUBJECT TO THE FOLLOWING POLICIES:

- Each candidate for teacher licensure must meet with an advisor to plan an individual schedule of courses.
- Students should thereafter meet with their advisor on a regular basis.
- The student may register for any course for which the prerequisites have been satisfied.
- The student is subject to the academic regulations and standards required of degree candidates.
- The post baccalaureate classification carries with it no implication that a student will be admitted to a degree program.
- Post baccalaureate students who are subsequently admitted to the MAT program may request that a maximum of nine hours of graduate level credit be used for their MAT program.
- Post baccalaureate students must successfully complete a minimum of 12 credit hours at Queens prior to student teaching.
- Post baccalaureate students must provide acceptable scores on the PRAXIS I, Preprofessional Skills Test (PPST) or the Graduate Record Examination (GRE) prior to student teaching. The PPST has three components: Reading, Writing, and Mathematics. Scores are set by the North Carolina Department of Public Instruction on each component.
- Post baccalaureate students must apply for student teaching during the fall term before they intend to student teach. Applications can be obtained in the Education Department Office in October for spring assignments. Notification of application deadlines and other important information is posted in the Curriculum Resource Center in the lower level of Everett Library and by the department office. Students are responsible for meeting all deadlines and completing applications and forms accurately. Failure to comply may cause delay in student teaching placements.
- Post baccalaureate students must submit satisfactory scores on the PRAXIS II Principles of Learning and Teaching (PLT) and Specialty Area Tests. The PRAXIS II must be taken before licensure.

REQUIREMENTS for TEACHER LICENSURE

UNDERGRADUATE COURSES REQUIRED FOR SECONDARY OR K-12 FOREIGN LANGUAGE LICENSURE

Queens College and the North Carolina Department of Public Instruction requires a well-rounded liberal arts background. In most cases the minimum general education requirements would include courses in the following areas, which must be completed before student teaching:

- Two courses in composition
- Literature
- World Civilization
- United States History
- One course in college mathematics
- General Psychology
- One laboratory science course

- Two additional liberal arts courses chosen from different disciplines, (i.e. music, art, drama, foreign language, speech, philosophy, etc.)

PROFESSIONAL EDUCATION REQUIREMENTS: FOR K-12 FOREIGN LANGUAGE, FRENCH OR SPANISH LICENSURE

Hrs	Course No. & Title			Course No. & Title	
3	EDUC221	Intro to Teaching	or	EDUC515	Foundations in Education
3	EDUC270	Components in Education	or	EDUC514	Computers in Education
3	EDUC299	Exploratory Internship			
3	EDUC310	Educational Psychology	or	EDUC510	Educational Psychology
3	EDUC345	Content Area Reading			
3	FREN442	Methods and Materials for Teaching French	or	SPAN442	Methods & Materials for Teaching Spanish
12	EDUC499D	Professional Internships: Foreign Language			
2	EDUC452	Post-Practicum Seminar in Elementary Education			

*EDUC452 is required only if the professional internship is done at the secondary level.

PROFESSIONAL EDUCATION REQUIREMENTS FOR SECONDARY (9-12) LICENSURE

Hrs	Course No. & Title			Course No. & Title	
3	EDUC221	Intro to Teaching	or	EDUC515	Foundations in Education
3	EDUC270	Components in Education	or	EDUC514	Computers in Education
3	EDUC310	Educational Psychology	or	EDUC510	Educational Psychology
3	*EDUC345	Content Area Reading			
3	EDUC436	Secondary Methods & Materials			
3	EDUC415	Integration of Elementary School Math and Science			
12	EDUC499C	Professional Internship: Secondary Student Teaching			
2	EDUC452	Post-Practicum Seminar in Elementary Education			

*EDUC345 is not required if the teaching area is Mathematics.

REQUIREMENTS for TEACHER LICENSURE

ELEMENTARY (K-12)

Requirements for teacher licensure at the elementary level (K-6) are available from the Education Department. Courses required for elementary licensure are not offered through Hayworth College, but are available in the College of Arts and Sciences (day program).

GRADUATE NURSING PROGRAMS

Master Of Science In Nursing (MSN)

The Vail Program of Nursing offers the Master of Science in Nursing (MSN) degree with a focus in Health Systems Management is designed to prepare nurses as interdisciplinary collaborative nurse executives. Integral to the program are interdisciplinary educational experiences with the McColl School of Business. Students will gain a business perspective in economics, finance, law, ethics, and the management of organizations They will acquire advanced knowledge of nursing theory, research, informatics, systems, and health policy. Students will have opportunities to synthesize nursing and business knowledge in diverse settings and through application of the research process. Graduates will be prepared to function as members of interdisciplinary executive level teams.

ADMISSION TO THE MSN PROGRAM

Those interested in the MSN program should contact the Graduate Admissions Office at 337-2314. To be considered for admission to the MSN program as a degree candidate, an applicant must:

1. Hold a Bachelor of Science in Nursing degree from an accredited institution. (RN's with other bachelor's degrees will be considered on an individual basis.)
2. Submit a completed graduate application form, including the non-refundable $25 application fee
3. Submit official transcripts of all post-secondary academic course work. It is the applicant's responsibility to have all transcripts sent directly from each institution attended.
4. Have a cumulative grade-point average of at least 3.000 on a 4.000 grade scale and/or acceptable GRE scores
5. Provide two letters of reference
6. Provide a resume including goals and objectives
7. Provide evidence of an unrestricted license to practice nursing
8. Complete an interview with graduate nursing faculty.

International students must also submit the following documents:

(a) A test score of 550 or higher on the Test of English as a Foreing Language (TOEFL). Information and registration forms are available from TOEFL Programs, ETS, Princeton, NJ 08540.

(b) A course by course evaluation of any post-secondary course work submitted by an approved evaluation service.

(c) Bank statement(s) stating the funds in US currency available for the student's education. Students and their families should be prepared to bear all expenses involved in obtaining an education in the United States since there are no federal, state, or school financial aid resources for foreign students.

STUDENT STATUS

Full Graduate Status is accorded applicants who have met all admissions requirements, and have satisfied the prerequisites for the degree requirements.

Preliminary Graduate Status is accorded applicants who have met all the admissions requirements except the interview, and who have not yet completed the required prerequisites. Students must meet the prerequisite requirements before they begin MSN degree requirements unless they have special permission of the MSN advisor.

Non-degree Graduate Status is accorded an applicant who wishes to take graduate nursing courses for personal satisfaction or other reasons, but not for a degree. Generally a graduate student may not take more than nine hours as a non-degree student.

To be admitted as a non-degree graduate student, an individual must:

1. Hold a Bachelor of Science in Nursing degree from an accredited institution. (RNs with other bachelor's degrees will be considered on an individual basis.)
2. Submit a completed graduate application form, including the non-refundable $25 application fee.
3. Submit official transcript(s) of all post-secondary academic course work. It is the applicant's responsibility to have all transcripts sent directly from each institution attended.
4. Have a cumulative grade-point average of at least 3.000 on a 4.000 grade scale in all post-secondary academic course work and/or acceptable GRE scores.
5. Provide evidence of an unrestricted license to practice nursing.

Transient Status is accorded an applicant who wishes to take a graduate course for transfer to another insitution. Generally a transient student is admitted for one term only.

Transient students must complete an application form, a letter of good standing from their home institution showing permission to take specific course(s), and evidence of completion of any prerequisites required.

DEGREE REQUIREMENTS

MASTER OF SCIENCE IN NURSING

The Master of Science in Nursing program consists of 36 credit hours at the graduate level, including 15 credit hours in Nursing core courses, 12 credit hours in Interdisciplinary core courses, and 9 credit hours in Business core courses. In addition, all students must meet the competency requirements of undergraduate statistics and computer literacy in order to begin graduate level courses.

Hours	Course # & Title
	Nursing Core Courses
3	NURS612 Theoretical Foundations
3	NURS614 Issues for Advanced Practice Nursing
3	NURS632 Research Methods
6	NURS634 Health Care Practicum
	Interdisciplinary Core Courses
3	NURS624 Health Policy
3	NURS626 Health Care Delivery Systems
3	NURS628 Health Care Informatics
3	BUSN640 Health Care Economics
	Business Core Courses
3	BUSN605 Law and Business
3	BUSN610 Management of Organizations
3	BUSN642 Health Care Finance
36	**Total**

MSN/MBA DUAL DEGREES

MSN candidates may also plan to complete the courses for the Master of Business Administration (MBA). Students who plan to complete a dual degree must meet the requirements for both the MSN and MBA, including acceptable GMAT scores. Several of the MBA requirements are included in the MSN degree requirements. MSN candidates interested in pursuing an MBA should contact the MBA advisor to discuss the requirements and plan of study.

NURSING MANAGEMENT CERTIFICATE

Nurses who have a BSN and who meet all admission requirements for the MSN may enroll in specific courses as nondegree students for completion of 15 credit hours for a Nursing Management Certificate.

Nursing Management Certificate Requirements

Hours	**Course # & Title**
3	BUSN 605 Law and Business
3	BUSN 610 The Management of Organizations
3	NURS614 Issues for Advanced Practice Nursing
3	NURS626 Health Care Delivery Systems
3	BUSN640 Health Care Economics
36	**Total**

RN TO MSN PROGRAM

Registered nurses in the Hayworth College BSN degree completion program are eligible to apply for admission to the RN to MSN program after completing all undergraduate proficiency and foundation requirements, all BSN prerequisites, and NURS 300, 400, 401, and 402. BNS students who apply for the MSN must meet the same admissions standards for the MSN, with the exception of having completed the BSN. RN to MSN students will receive their BSN after completion of nine credit hours in the MSN, including NURS614 and NURS626.

Proposed Sequence for RN to MSN Program

The following is the proposed sequence for the RN to MSN degree program. To qualify for admission to the major, students must complete with a C- or better (or test out of) all support courses and have an overall GPA of 3.000 at Queens and of 2.500 in the support courses. The residency requirement of 45 credit hours and 36 hours in 300-400 level courses is required.

General Education Courses Required

Hours	Course ID # & Title
3	ENGL101 Communication Skills I
3	ENGL102 Communication Skills II
3	BCIS110 Intro to Microcomputers
3	AREA II Music or Art history course
6	AREA III(2) History, Literature, or Philosophy/Religion
3	AREA IV Sociology, Political Science, or Economics

3	AREA V International Issues
5	Electives (300-400 level courses if needed)
29	**Total**

Support Courses Required

Hours	Course ID # & Title
3	CHEM 101 General Chemistry I
1	CHEM101L Lab I
3	CHEM102 General Chemistry II
1	CHEM 102L Lab II
3	BIOL111 Human Anatomy
1	BIOL111L Anatomy Lab
4	BIOL112 Human Physiology
4	BIOL120 Intro to Medical Microbiology
3	PSYC201 General Psychology
3	PSYC320 Developmental Psychology
3	PSYC304 Abnormal Psychology
3	MATH206 Statistical Methods
32	**Total**

Nursing Courses Required

Hours	Course ID # & Title
3	NURS204 Pharmacology
3	NURS205 Nutrition
4	NURS300 Nursing: A Practice Discipline
3	NURS400 Nursing Research
3	NURS401 Management in Nursing
6	NURS402 Community Health
22	**Total**

Professional Validation Required

- Admission to the major
- Evidence of current work experience
- Successful completion of an RN program

28 Total

Graduate Courses Required

(Student must apply to the Graduate Program and be accepted before taking 600 level courses.)

3	NURS614 Issues for Advanced Practice Nursing
3	NURS626 Health Care Delivery System
3	Additional MSN course
9	**Total**

120 Total of All Credit Hours

GRADUATE ORGANIZATIONAL COMMUNICATION PROGRAMS

Master of Arts Degree in Organizational Communication

THE MASTER OF ARTS DEGREE IN ORGANIZATIONAL COMMUNICATION aims at increasing awareness and understanding of individual, interpersonal, group, and organizational communication, as well as increasing a student's ability to explain and influence such communication. A central thrust of the courses concerns the way individuals as well as institutions can become more adaptive and effective.

This program of study will help learners enhance their critical thinking and diagnostic skills by studying organizational communication processes and structures. Concepts the student will study can be applied to institutions of any type. Students should find that this degree program serves as a springboard to professional goals — management positions, challenging human resources jobs, and promotions into higher levels of responsibility.

The MA degree in Organizational Studies provide students with the analytical thinking, problem solving and collaborative learning skills critical for today's dynamic, global marketplace, and will heighten their knowledge regarding issues of diversity in business: individual, cultural, and gender.

ADMISSION to the MA in Organizational Communication

Those interested in the MA degree in Organizational Communication should contact the Graduate Admissions Office at 337-2314.

Requirements for Admission An applicant must:

1. Hold a bachelor's degree from an accredited college or university.
2. Have significant full-time work experience (five years is recommended), or permission of the Admissions Committee
3. Submit a completed graduate application form, including the non-refundable $25 application fee.
4. Submit official transcripts of all post-secondary academic course work beyond high school. It is the applicant's responsibility to have all transcripts sent directly from each institution attended.
5. Have a cumulative grade-point average of at least 3.000 on a 4.000 grade scale, and/or acceptable GRE scores taken within the last 5 years.
6. Provide a resume including goals and objectives.
7. Provide two letters of academic or professional reference.

An interview with the Admissions Committee is highly recommended.

International students must also submit the following documents:

(a) A test score of 550 or higher on the Test of English as a Foreign Language (TOEFL) if English is the second language. Information and registration forms are available from TOEFL Programs, ETS, Princeton, NJ 08540.

(b) A course-by-course evaluation of any post-secondary course work submitted by an approved evaluation service.

(c) Bank statement(s) stating the funds in US currency available for the student's education. Students and their families should be prepared to bear all expenses involved in obtaining an education in the United States since there are no federal, state, or school financial aid resources for foreign students.

STUDENT STATUS

FULL GRADUATE STATUS is accorded applicants who are pursuing a masters degree and who have met all admission requirements, including satisfactory undergraduate grade-point average and/or acceptable GRE score.

NON-DEGREE GRADUATE STATUS is accorded students who wish to take graduate courses for personal satisfaction, but who may not wish to work toward a masters degree. Non-degree graduate students generally may not take more than nine credit hours. To be admitted as a non-degree graduate student, an individual must complete the same admissions procedures and standards as other graduate applicants, and must have an undergraduate overall grade point average of 3.000.

TRANSIENT STATUS is accorded a student who wishes to take a graduate course for transfer to another institution. Generally, a transient student is admitted for one term only. Transient students must complete an application form and submit a copy of their GRE scores and a letter of good standing from their home institution.

DEGREE REQUIREMENTS

The Master of Arts in Organizational Communication requires completion of twelve courses (36 semester hours). Courses emphasize the critical components necessary to understand and affect human communication in organizational contexts. Each course requires one or more substantive research papers.

All students are expected to be proficient with word processing, spreadsheet, and presentation software. A foundation in basic communication theory is also required: students in need of additional preparation may take COM300.

The following courses are required:

Hrs	Course ID and Title
3	OCOM 602 Research Methods
3	OCOM 604 Seminar in Organizational Communication
3	OCOM 610 Communication and Management
3	OCOM 612 Seminar in Persuasion
3	OCOM 614 Communication and Ethics in Organizational Contexts
3	OCOM 616 Seminar in Small Group Communication
3	OCOM 618 Seminar in Gender and Diversity in Organizational Settings
3	OCOM 620 Advanced Communication Theory
3	OCOM 622 Seminar in Intercultural Communication
3	OCOM 624 New and Emerging Communication Technologies
3	OCOM 626 Senior Seminar in Organizational Communication
3	PLUS one elective course (three semester hours) to be chosen from the following:
	OCOM 628 Topics in Organizational Communication
	OCOM 650 Independent Study
36	**TOTAL**

CLASS SCHEDULING

Each class will meet once a week: Friday evening, Saturday morning or Saturday afternoon.

TENTATIVE ROTATION OF COURSES

This rotation is subject to change. Check the term schedule each semester.

Fall 1999
OCOM 602 Research Methods
OCOM 604 Seminar in Org Communication Theory

Spring 2000
OCOM 610 Communication & Management
OCOM 612 Seminar in Persuasion

Summer 2000
OCOM 614 Communication & Ethics
OCOM 616 Seminar in Small Group Comm

Fall 2000
OCOM 618 Seminar in Gender & Diversity
OCOM 620 Advanced Communication

OCOM 602 Research Methods
OCOM 604 Seminar in Org. Communication

Spring 2001
OCOM 610 Communication & Management
OCOM 612 Seminar in Persuasion
OCOM 622 Seminar in Intercultural Comm
OCOM 624 Communication Technologies

Summer 2001
OCOM 614 Communication & Ethics
OCOM 616 Seminar in Small Group Comm
OCOM 626 Capstone Seminar
OCOM Elective (628 or OCOM 650)

COURSE DESCRIPTIONS

Course Listings. Course listings give general information concerning each area of study and the requirements for major programs in each discipline. These requirements should be carefully noted by students when deciding on a major.

Undergraduate Course Numbers. Credit earned in courses numbered below 100 may not be applied to any graduation requirements. In general, courses numbered 100-299 are primarily for freshmen and sophomores; those numbered 300-499 are primarily for juniors and seniors. In specific cases, however, the individual student's ability and background rather than class standing will determine the appropriate level of work.

Graduate Course Numbers. Courses numbered 500 and above are graduate level courses, and are only available to students who have been admitted to a graduate program.

Term Offered. Some courses have terms listed in parentheses after the description. This indicates the term in which the college anticipates offering this course. When no term is indicated, the course is not on a predetermined rotation.

Course Changes. Queens College reserves the right to change the course offerings, term offered, and instructors indicated in this Catalog without prior notice to students. Every effort is made to help a student affected by a course change by providing the opportunity for independent study or some other suitable arrangement.

AMERICAN STUDIES

AMST 300 Topics in American Studies An investigation of selected topics in American Studies. Specific topics and their prerequisites will vary. May be repeated with different subtitles. 3 Hrs.

AMST400 Special Project in American Studies This course is designed to allow the student majoring in American studies the opportunity to pursue an area of special interest. The student will design a project in conjunction with a supervising faculty member. The project may involve directed readings, an internship, or an independent study. Open to all juniors and seniors. May be repeated for a total of up to 6 credit hours. 1-3 hrs.

ART

ART 101 Introduction to Art History Designed for the student with little or no art experience who wishes to gain understanding of the "language" of art (composition, line, space, color, etc.) and art's significance in human terms. Involves slide presentations and classroom discussions of art works within an historical context. 3 Hrs. (Fall, Spring, Summer)

ART 204 Drawing Emphasis on drawing through close observation of nature and as an expressive medium for communicating felt responses to subject matter. Exercises in contour, gesture, modeled form and light, using still life, landscape, and the human figure. Media include pencil, charcoal and ink. 3 Hrs.

ART 215 Ancient to Early Renaissance Art Survey of stylistic developments and cultural contexts in architecture, sculpture, painting and the minor arts of the Mediterranean and European countries from prehistoric times to approximately 1500 A.D. 3 Hrs.

ART 216 High Renaissance Art to the Present Survey of stylistic developments and cultural contexts in architecture, sculpture, painting and the minor arts of Europe and America from approximately 1500 to the present. 3 Hrs.

ART 223 Ceramics Fundamentals of

both hand building and throwing on the potter's wheel. Hand-building techniques will include pinch, coil and slab construction. Glaze instructions will stress the relationships between form and color. Six hours studio a week. 3 hrs.

ART 300 The Arts in the Modern World This is an interdisciplinary arts course that examines the arts (painting, sculpture, music, theater, film, literature, dance, etc.) within their cultural contexts. What is studied within the classroom is put to the test through attendance at live performances, exhibits, etc. within the Charlotte community. No prerequisite. 3 hrs.

ART 305 Advanced Studio This course permits advanced individual exploration of techniques and principles introduced in the 200-level introductory studio courses. The focus varies from semester to semester between two and three dimensional approaches, with occasional thematic topics such as the human figure, still-life, collage/montage/assemblage, etc. May be repeated a total of four times. 3 hrs.

ART 307 Introduction to Art in the US Study of the architecture, sculpture, painting and minor arts of the Colonial period through the present, supplementing courses in American social and political history. 3 Hrs.

BIOLOGY

BIOL 103 Principles of Biology An introduction to the principles underlying the activities of living organisms; origin of life; molecular biology; cell structure and function; heredity. Laboratory emphasizes the scientific method. Three hours laboratory a week. Lab fee $25. Prerequisite: High school chemistry or CHEM101 or 111. 4 hrs.

BIOL 111 Human Anatomy A study of the structure of the human body. 3 Hrs. (Fall)

BIOL 111 Human Anatomy Laboratory Study of human osteology; dissection of the cat and other mammalian organs. Three hours laboratory a week. Lab Fee $25. 1 Hr. (Fall)

BIOL 112 Human Physiology A study of the functions of the human body. Laboratory study designed to demonstrate basic physiological principles. Three hours laboratory a week. Prerequisite: CHEM101; BIOL111 is strongly recommended. Lab fee $25. 4 Hrs. (Spring)

BIOL120 Introduction to Medical Microbiology Principles of microbiology with emphasis on the pathogenic bacteria, viruses, rickettsiae and fungi. Laboratory includes methods for cultivation, isolation and identification of the above. Three hours lecture and three hours laboratory a week. Lab fee $25. May not be counted toward a major except in Nursing. 4 hrs.

BIOL307 Introduction to Microbiology General survey of microorganisms with emphasis on morphology, metabolism, ecology and identification of bacteria. Laboratory emphasizes basic skills and sterile techniques. Three hours lecture and three hours laboratory a week. Lab fee $25. Prerequisite: BIOL103, CHEM111. 4 hrs.

BUSINESS ADMINISTRATION

BUSN 207 Financial Accounting I An introduction to financial accounting principles. Topics to be covered include recording of transactions, preparation of various journals, posting of ledgers and preparation of income statements and balance sheets. 3 Hrs. (Fall, Spring, Summer)

BUSN 208 Financial Accounting II An introduction to the theory, methods and uses of accounting information in solving business problems. Topics include accounting for partnerships, corporations and income taxes. Prerequisite: BUSN 207. 3 Hrs. (Fall, Spring, Summer)

BUSN 305 Business Law I An introduction to law with an emphasis on the legal rights and duties of the individual engaged in business. Topics to be covered include contracts, sales, personal property and bailments. Prerequisite: Sophomore standing. 3 Hrs. (Fall, Summer)

BUSN 307 Intermediate Accounting I A study of financial accounting theory along with generally accepted accounting principles. Topics include special problems of presentation in regard to cash, receivables, inventories, plant and equipment. Prerequisites: BUSN 207 and 208. 3 Hrs. (Fall)

BUSN 308 Intermediate Accounting II A continuation of the study of financial accounting theory along with generally accepted accounting principles. Topics include special problems of presentation in regard to liabilities, leases, pensions, equity, income taxes, earnings per share and changing prices. Prerequisite: BUSN 307. 3 Hrs. (Spring)

BUSN 311 Cost Accounting A study of cost accounting systems including problems of cost determination. The course will emphasize the development of techniques for use in managerial decision making such as standard costs and budgeting. Other topics include cost-benefit analysis and capital budgeting. Prerequisites: BUSN 207 and 208. 3 Hrs. (Spring, Summer)

BUSN 313 Auditing A study of auditing standards as they relate to internal, external and public sector auditing. Topics include auditing theory and ethics, responsibilities and legal liability, audit evidence, audit method and the audit report. Prerequisites: BUSN 307 and 308. 3 Hrs. (Fall)

BUSN 315 Business Law II A continuation of the study of law as it impacts the individual engaged in business. Topics include agency, partnerships, corporations, real property and government regulation of business. Prerequisite: BUSN 305. 3 Hrs. (Spring)

BUSN 316 Federal Taxation A comprehensive study of the federal tax system. Topics include income, deductions, credits and exclusions. Prerequisites: BUSN 207 and 208. 3 Hrs. (Fall)

BUSN 317 Advanced Accounting An advanced study of financial accounting theory and application. Topics include external reporting, consolidations, partnerships, governmental accounting and fiduciary accounting. Prerequisites: BUSN 308. 3 Hrs. (Spring, Summer)

BUSN 320 Business Ethics Analysis of business policies and practices with respect to their social impact; patterns of governmental regulations; political activities of trade associations and other special-interest groups; the relationship between public policy and the growth of corporate enterprise; and the social responsibilities of business management. Writing intensive. 3 Hrs. (Fall, Spring)

BUSN 324 Report Formulation and Presentation Basic techniques of business research; report preparation and presentation, both written and oral. Emphasis on organization and presentation, clarity, brevity, style and use of visual aids. 3 Hrs.

BUSN 326 Advanced Federal Tax A comprehensive study of federal taxation of partnerships, corporations, estates, and trusts. Prerequisite: BUSN 316. 3 Hrs.

BUSN 331 Personnel Administration A study of the personnel function in the organization. Topics covered include job design, staffing, performance appraisal, training and development, compensation and collective bargaining. Current topics in the law (OSHA, Fair Employment Regulations, etc.) which affect the personnel function are considered. 3 Hrs.

BUSN 333 Principles of Management A basic survey of management theory with emphasis on the functional and task requirements of management and behavioral considerations. Specific topics include the planning, organizing and controlling functions of management; contemporary models of organizational design; motivation and performance; and group behavior and influence processes. 3 Hrs. (Fall, Spring, Summer)

BUSN 340 Marketing A study of the interrelationship between marketing functions and the other primary functions of firms or organizations. An analytical survey is made of the problems of product planning, pricing, promotion, channels of distribution and legislation affecting marketing activities as related to the satisfaction of the individual consumer and societal wants and needs. 3 Hrs. (Fall, Spring, Summer)

BUSN 341 Advertising This course encompasses a full review of the development and execution of advertising campaigns. Aspects of consumer research, market analysis, media planning, creative strategy formulation, federal trade regulation and final production will be examined. Exploration of advertising agency operations and the client/agency relationship will be included. In-class projects and case analyses will provide practical experience in advertising strategy development and evaluation. Prerequisite: BUSN 340. 3 Hrs.

BUSN 351 Consumer Behavior An overall view of some of the basic perspectives of consumer behavior. An interdisciplinary approach will be stressed including the fields of economics, psychology, sociology and anthropology, as related to marketing. Emphasis is placed on the fundamental processes of motivation, perception and learning, as well as analysis of individual and group influences as related to the marketing of goods and services. Prerequisite: BUSN 340. 3 Hrs. (Spring)

BUSN 353 Promotion Management A study of the promotion activities of personal selling, advertising, public relations/publicity and sales promotion as part of overall marketing strategies and budgets. Prerequisite: BUSN 340. 3 Hrs. (Summer)

BUSN 360 Corporate Finance
Introduction to basic concepts, principles and analytical techniques of financial management. Emphasis on planning and managing assets. Topics include formulating financial objectives, short-term financial analysis, financial forecasting and planning, current asset management, elementary capital budgeting and cost of capital, the nature of long-term sources of funds, analysis of risks in financial decisions involving alternative investment options, mergers and acquisitions, problems in valuation, dividend policy, financial leverage and determination of optimal capital structure. Prerequisites: BUSN 207 and 208, ECON 203 and 204 and MATH 206. 3 Hrs. (Fall, Spring, Summer)

BUSN 372 Personal Financial Management A study of the management of personal and family affairs. This course examines income and expenditure planning, credit and borrowing, personal savings, taxes, insurance, social security, investing, and retirement and estate planning. 3 Hrs. (Summer)

BUSN 420 International Business
Survey and analysis of similarities and differences in management and business practices in selected countries drawn from diverse parts of the world. Evaluation of socioeconomic, political, legal, educational, and cultural factors on managerial decision making and business practices in specific environments. Some use of case analysis. 3 Hrs. NOTE: This course satisfies the International Issues requirement. (Spring)

BUSN 421 Organizational Behavior
An examination of the behavioral aspects of organizations within our society.

Specific topics include the interrelationships between the individual, informal and formal groups; group formation, cohesiveness, conformity, norms; interpersonal communications; conflict; authority, power and influence; leadership, motivation and performance. 3 Hrs.

BUSN 432 The Entrepreneurial Enterprise A study of the characteristics which distinguish an entrepreneurial enterprise from the concepts of the small business and the large firm. Present and past case histories will be used to examine the risks and opportunities facing the entrepreneurial firm. The methods used to determine the feasibility of successfully establishing a company, and for developing a business plan for entrepreneurial ventures will be studied. Prerequisites: BUSN 333, 340 and 360, or permission of the instructor. 3 Hrs.

BUSN 441 Retail Strategy and Management An examination of the basic functions, institutions and activities of retailing goods and services with an emphasis on development and implementation of business strategy and management. Includes evaluation and selection of target markets, design of merchandising plan and financial implications of strategy. Prerequisite: BUSN 340. 3 Hrs.

BUSN 452 Marketing Management A study of the marketing strategies used by management under a variety of circumstances and within a variety of business and organizational settings. The case analysis method is utilized. Prerequisite: BUSN 340. 3 Hrs. (Fall)

BUSN 453 Marketing Data Applications An introduction to the research and methods used in the marketing process. Areas given emphasis include sources of market data, sampling surveys, interpretation of data and the relationship of market research to the policies and functions of a business. Prerequisite: BUS 340 and MAT 206. 3 Hrs. (Spring)

BUSN 454 International Trade A study of international payments, international economic theory, contemporary economic nationalism, international investment and currency problems and the commercial policies of foreign countries. Prerequisites: ECON 203 and 204. 3 Hrs.

BUSN 470 Principles of Investment A study of the economic and investment environment as it relates to security investment decisions. Introduction to the concepts and techniques relevant to the formulation of investment objectives, strategies and policies for individual and institutional investors. An elementary treatment of portfolio theory and the capital asset pricing model. Prerequisites: BUSN 360. 3 Hrs.

BUSN 472 Seminar in Financial Management In-depth treatment of advanced problems in managerial finance. Topics include working capital management, capital budgeting, cost of capital, valuation, dividend policy and long-term financial management. Extensive use of cases. Prerequisites: BUSN 360. 3 Hrs.

BUSN 485 Business Policy Designed to develop analytical skills in strategy formulation and implementation and an integrated view of business operations. Provides a basic grasp of policy problems in a variety of business and governmental settings through the use of case studies. Prerequisites: All business major core requirements. 3 Hrs. (Fall, Spring)

BUSN 492 Current Topics Course designed to investigate and/or evaluate current topics or specialized areas of business. Course topic is to be announced the semester preceding the offering. Prerequisite: To be designated for each specific course offered. 3 Hrs.

BUSN 495 Independent Research/Study A program of directed readings or a research project. Requires approval of the supervising professor, the division chairman and the vice president for academic affairs. Prerequisite: BUSN 485. Open to senior business, accounting or computer information systems majors with a 3.000 GPA in the major. 1-3 Hrs.

GRADUATE BUSINESS COURSES / MSN PROGRAM

BUSN 605 Law and Business This course will examine the relationship between business and the complex network of state and federal laws and regulatory agencies. It is designed as a study of the legal and ethical environment of business. Topics will include the development of the law and the legal system, regulatory law and regulatory agencies, commercial law basics and the fundamentals of applied business ethics. Specialty topics will include employment and labor law, environmental law, litigation/risk manage4ment, insurance and others. 3 Hrs.

BUSN 610 The Management of Organizations
This course focuses on the management of human behavior in work environments. It includes the development, design, operation and control of activities necessary to generate the goods and services of profit and nonprofit organizations, as well as considering the personal dynamics of individuals, groups and organizations. Major topics include motivation, stress, career process, leadership, decision making and conflict management. 3 hrs.

BUSN 640 Health Care Economics
This course focuses on economic theory and its application to the provision of health care and health services. Emphasis will be placed on understanding behavior of the principal participants in health care. Current topics will be considered in depth. 3 Hrs.

BUSN 642 Health Care Finance This course focuses on the concepts, principles and analytic techniques used in health care financial management. Emphasis will be placed on decision making based o accounting information in the complex health care environment. Prerequisite: MATH206 or equivalent. 3 Hrs.

CHEMISTRY

CHEM 101 General Chemistry I This course includes the structure of the atom; the structure of the nucleus and nuclear chemistry; the Periodic Table; chemical bonding; solids, liquids and gases; and stoichiometric relationships, the properties of solutions, colloidal systems, chemical equilibria and hydrocarbons. Three hours lecture a week. Designed primarily for non-science majors. 3 Hrs. (Fall)

CHEM 101L Lab Introduction I This laboratory introduces the student to elementary glass-working; general laboratory equipment and techniques, the principles of quantitative operations and qualitative analysis. Three hours laboratory a week. $25 lab fee. 1 Hr. (Fall)

CHEM 102 General Chemistry II This course is an introduction to organic chemistry and biochemistry, including functional groups, reactions and synthesis. Three hours lecture a week. Designed primarily for the non-science major. Prerequisites: CHEM 101 or permission of the instructor. $25 lab fee. 3 Hrs. (Spring)

CHEM 102L Lab Introduction II The student in this laboratory is introduced to semi-micro, chromatography, elementary organic and biochemical techniques. Prerequisites: CHEM 101L or permission of the department. Three hours laboratory a week. $25 lab fee. 1 Hr. (Spring)

COMMUNICATIONS

COMM 201 Public Speaking and Listening The study and application of the research, organization, writing, presentation and critical analysis of selected forms of public address. Rhetoric, logic, diction, delivery skills, choice of supporting material and other necessities of speaking in public will be addressed. Students will present a series of public speeches designed for diverse audiences and speaking occasions. The course will also study the art of listening and its importance in our personal and professional lives. Students learn to analyze, assess and improve their own listening abilities. 3 Hrs. (Summer)

COMM 205 Interpersonal and Group Communication The study of communication as it affects the individual's interaction with other people in relationships and in groups. Theories and applications to be emphasized include: self-concept analysis; perception; self disclosure; gender communication; interpersonal conflict; group structure and dynamics; leadership in groups; and the role of communication in negotiation, friendships, families, intimate relationships and work groups. 3 Hrs. (Fall, Spring, Summer)

COMM 207 Nonfiction Writing Expository writing based upon topics and readings to be assigned by the instructor. The student will be expected to write knowledgeable expository prose based upon thought, reading and research. Prerequisites: ENGL 101 and 102, or permission of the department. 3 Hrs. Students may elect this course as ENGL 207. (Fall, Spring, Summer)

COMM 300 Communication Theory and Ethics The study of the various theories in all of the fields of communication. Theories to be studied include: basic communication theory involving sender/receiver/environment; intra-personal communication involving motivation and perception; interpersonal and gender communication; group and public communication; mass communications involving mass media and media effects; and intercultural communications. This course also examines ethics in various communication and organizational settings through the extensive study of real life cases which force students to make ethical and moral choices. 3 Hrs. (Fall, Spring)

COMM 307 Technical Communication A practical study of communication in the workplace with emphasis on the process and product of effective writing. Includes collaborative writing, process analysis, empirical research, and document design. Students undertake a semester feasibility study with direct application to a problem in the workplace. 3 Hrs. (Fall, Spring)

COMPUTER INFORMATION SYSTEMS

CIST 110 Fundamentals of Microcomputers This course introduces the fundamentals of computing processes, including hardware and software. Business application topics include spreadsheet, database and word processing. 3 Hrs. (Fall, Spring, Summer)

CIST120 Advanced Concepts in Microcomputers This course provides advanced instruction in business applications using word processing, spreadsheet, database, and graphics software. Prerequisites: CIST110 or permission of the instructor. 3 hrs.

CIST230 Introduction to the Internet The purpose of this course is to provide an overview of the Internet. Emphasis will be on the structure of the Internet and will include such topics as browsing, web search engines, e-mail, newsgroups, doing business on the Internet, and creating web pages. Prerequisite: CIST110 and sophomore standing or permission of the department. 3 hrs.

CIST 240 Business Applications Programming I This course provides instruction and practical experience in designing and writing COBOL programs using structures and methodologies to complete business application programs. Prerequisites: CIST 110 and sophomore standing or permission of the department. 3 Hrs. (Fall)

CIST 250 Business Applications Programming II This course provides instruction and practical experience in designing and writing COBOL programs for the batch and on-line environments for sequential, indexed and direct file organization using structured methodologies. Prerequisites: CIST 110 and 240. 3 Hrs. (Spring)

CIST292 Topics in Computer Information Systems Course designed to investigate specialized areas of computer information systems. Course topic to be announced the semester preceding the offering. Prerequisite: to be designated for each course offered. 3 hrs.

CIST 350 Database Business Applications This course provides an introduction to the properties, logic, design, implementation and accessing of business data bases as contrasted with conventional data file creation and maintenance techniques. Prerequisites: CIST 240 and junior standing, or permission of the department. 3 Hrs. (Spring)

CIST 480 Systems Analysis, Design and Implementation Developing systems to meet the need of an organization, training managers in design capabilities and limitations of information systems, beginning training for professional systems analyst and providing techniques for facilitating the implementation process. Prerequisites: CIST 240, and junior standing, or permission of the department. 3 Hrs. (Fall)

CIST490 Current Issues in Computer Information Systems This is an advanced course dealing with relevant information systems issues. These may include such topics as data communications, advanced systems analysis, microcomputer applications and/or business software packages. Prerequisites: CIST 480 and 350. 3 Hrs. (Summer)

CIST492 Topics in Computer Information Systems Course designed to investigate specialized areas of computer information systems. Course topic is to be announced the semester preceding the offering. Prerequisite: to be designed for each specific course offered. 3 hrs. May be repeated with different subtitles.

CIST495 Directed Reading / Independent Study A program of directed readings or a research project. Requires approval of the supervising professor and the Dean of Hayworth College. Open to senior majors in Computer Information Systems with a 3.000 in the major. 1-3 hours.

ECONOMICS

ECON 203 Principles of Macroeconomics Introductory survey of aggregate economic principles; the scope and method of economics; business organizations; money and prices; national income theory; economic stabilization policies and international trade. 3 Hrs. (Fall, Summer)

ECON 204 Principles of Microeconomics Survey of economic principles, dealing with specific components of the economy and their application to economic problems; basic demand and supply theory; the theory of production and income distribution; agriculture, government regulation and labor organizations. 3 Hrs. (Spring, Summer)

ECON 351 Money and Banking A study of the fundamental principles and practices of the money and credit systems of the United States; financial institutions, commercial banking, the Federal Reserve System, monetary theories and policy. Prerequisites: ECON 203, 204; BUSN 207, 208. 3 Hrs.

ECON 355 Capitalism This course

explores the connection between money and power in our world and its effects on the way we live our lives. Current topics such as movements of the Federal Reserve system with respect to interest rates will be considered from both election and non-election year standpoints. While focus will be on the United States economy, international monetary and financial topics will also be discussed. This course gives an overview of the events that shape the world. 3 hrs.

ECON454 International Trade A study of international payments, international economic theory, contemporary economic nationalism, international investment and currency problems and the commercial policies of foreign countries. Prerequisites: ECON203 and 204. 3 hrs.

EDUCATION

EDUC221 Intro to Teaching
Sociological, historical and philosophical background, purposes and concepts basic to the development of public education in the United States. Primarily for sophomore level students; required of all students in teacher education. 3 hrs.

EDUC270 Computers in Education
Students will gain an understanding of the basic concepts of hardware and software and the uses of the computer in instructional programs by identifying, evaluating and selecting effective course ware, identifying and/or developing teaching strategies necessary to integrate course ware into the on-going instructional program and using the computer for Computer Assisted Instruction and Computer Managed Instruction. This course fulfills the writing intensive requirement. 3 hrs.

EDUC299 Exploratory Internship in Education This internship is to provide students with the opportunity to explore career options thorough on-site experiences in educational settings. This internship does not count toward the major. 1, 2, or 3 hrs.

EDUC310 Educational Psychology
Study of those principles and theories of psychology that have direct application to the classroom. Emphasis will be on development, learning, motivation, classroom management and assessment. Students will participate in six field placements in which they will observe contemporary research in authentic classroom situations. Pre or co-requisite: PSYC 201. 3 hrs.

EDUC345 Content Area Reading The importance of reading development in the content fields for the improvement of learning is emphasized. Topics include study skills; selection of appropriate reading materials, both functional and recreational; classroom strategies for facilitating reading comprehension; and vocabulary-building methodologies. Required for secondary teacher certification in all areas except mathematics. Should be taken the fall term prior to student teaching. 3 hrs.

EDUC 352 Topics in Education
Intensive consideration of a problem in education that is not offered on a regular basis in the curriculum. The topics for the course will vary from term to term. Prerequisite: sophomore status or above. 3 hrs.

EDUC436 Secondary Methods/Materials Study of teaching methods, resources, materials and strategies as related to general secondary school teaching and specific content area teaching. Prerequisite to student teaching; normally to be taken in fall term of senior year. 3 hrs.

EDUC449 Practicum in Student Teaching Course is designed for those students with extensive experience or certification in teaching I one area who now desire certification in area of experience or second area certification. Will include directed observation and student teaching in selected schools. Offered on demand. Grading is P/F. Student Teaching Fee: $25. Prerequisite: Permission of the instructor. 3,4,5,6 hrs.

EDUC 450 Individual Studies in Education Programs of study for experienced classroom teachers, following their interests and needs, are planned with the help of the instructor. Persons interested in enrolling in Education 450 must confer with the instructor in person or by letter prior to the beginning of the course so that individual study plans may be formulated. Offered on demand. Prerequisite: Classroom teaching experience and permission of the instructor. 1, 2 or 3 hrs.

EDUC452 Post-Practicum Seminar in Secondary Education This seminar course which follows student teaching and is part of the professional block is designed to provide the final integration of the theoretical and practical aspects of the education profession. Through seminar topics and individual study, students will assess and strengthen the understandings and competencies required of teachers in secondary education. Grading is P/F. 2 hrs.

EDUC499C Professional Internship: Secondary Student Teaching Directed observation and student teaching in selected schools, grades 9-12; seminars are scheduled throughout this period. Grading is P/F. Student teaching fee: $50. 12 hrs.

EDUC499D Professional Internship: Foreign Language Directed observation and student teaching in selected schools, grades K-12; seminars are scheduled throughout this period. Grading is P/F. Student teaching fee: $50. 12 hrs.

GRADUATE EDUCATION COURSES

EDUC 501 Principles of Learning
Investigation of various processes and principles of learning and their application to the teaching-learning situation. Focus will be on classical, operant and cognitive learning. 3 hrs.

EDUC502 Child Development
This is a study of theoretical and experimental literature related to the personal, social, cognitive and physical aspects of development with special emphasis on the elementary school-aged child. 3 Hrs.

EDUC503 Educational Research and Evaluation This course considers the various techniques used in educational research. Emphasis will be placed upon critical analysis of research designs, statistical procedures and interpretation of the date. EDUC503 should be taken during the first term in which it is offered after entry in the program. 3 Hrs.

EDUC 510 Educational Psychology
Study of those principles and theories of psychology that have direct application to the classroom. Emphasis will be on development, learning, motivation, classroom management, and assessment. Students will participate in six field placements in which they will observe contemporary research in authentic classroom situations. Pre or co-requisite: PSYC201. 3 hrs.

EDUC 513 Foundations of Mathematics While studying the development of the number system in parallel with a child's cognitive development, this course stresses the "hands-on" approach to mathematics with applications from the sciences and related areas. 3 hrs.

EDUC514 Introduction to Computing for Teachers This is an introduction to computers and how technology is integrated in the classroom. A survey of computer applications in society and the "classic" applications of computers in education. 3 hrs.

EDUC515 Foundations of American Education This course is a survey of educational thought from a social and historical perspective with particular emphasis on educational theory and practice in the United States during the twentieth century. 3 hrs.

EDUC520 Elementary School Curriculum and Instruction Exploration of the elementary school curriculum with emphasis on the development and implementation of integrated curriculum. Classroom organization and management based on developmentally appropriate practices will be examined. 3 hrs.

EDUC524 Diagnosis and Correction of Reading Difficulties This course examines the cause and diagnosis of reading difficulties and methods and materials of instruction. Practical application with individuals or small groups will be required. 3 hrs.

EDUC527 Reading and Language Arts in the Elementary School This course includes achievement of competencies in the use of materials and methods of instruction in the teaching of reading and language arts K-6. Emphasis is placed on the reading process, development of a literature approach for teaching reading and language arts, and the integration and interrelationship of all the language arts. 3 hrs.

EDUC540 Social Studies for Teachers This course is designed to help teachers develop a social studies curriculum which encompasses recent research and methodology developments. 3 hrs.

EDUC590 Topics in Education This course provides intense consideration of a topic in education related to students in grades K-6. The topic for the course will vary from term to term. 3 hrs.

EDUC592 Directed Individual Study This course requires independent reading and investigation of the literature relevant to a specific topic or area of education. Students must complete and have approved a proposal for an independent study on a form available in the graduate programs office, prior to registration for this course. This course may be repeated for a maximum of six credit hours. 1, 2, or 3 hrs.

EDUC593 Professional Internship This course is designed to be the culminating course for students enrolled in the MAT program. Students will spend 11 weeks as a student intern in the Charlotte-Mecklenburg School System. This internship will integrate the theoretical and clinical dimensions of course work through direct classroom application experience. 12 hrs.

EDUC595 Models of Teaching This course presents alternative models of teaching and analysis of instruction for elementary school teachers: curriculum foundations, analysis and implications. It includes analyzing instructional models for their implications for the design of learning environments, learning styles, alternative goal structures and possible modes of evaluation. 3 hrs.

ENGLISH

Prerequisites: ENGL 101 and 102 are prerequisite to all English courses numbered 300 or above.

ENGL 099 Basic Composition This course will help students learn the fundamentals of grammar, develop proofreading skills, and write well-structured sentences and paragraphs. Credit for this course may not be used toward graduation requirements. 1 Hr.

ENGL 101 Communications Skills I This course develops the students' writing skills and introduces research techniques. Emphasis is on the creation and revision of a variety of writing projects. 3 Hrs. (Fall, Spring, Summer)

ENGL 102 Communications Skills II This course continues to develop the student's writing and research skills with focus on writing about literature: poetry, drama, and fiction. Prerequisite: ENGL 101 3 hrs. (Fall, Spring, Summer)

ENGL 200 Introduction to World Literature Masterpieces of world literature from the ancient to the modern. Focus on selected periods from the ancient classical and biblical world through the Medieval, Renaissance, Enlightenment, Romanticism, Realism, Naturalism, and Modern periods. Emphasis on authors, genres, periods, or themes may change. 3 Hrs.

ENGL 210 British Literature to 1660 Historical survey and critical exploration of the major periods, genres and attitudes of English literature from the Anglo-Saxon period and the Middle Ages through the Renaissance. The works of Chaucer, Shakespeare and Milton are highlighted. Primarily for sophomores; 210 need not be taken before 220, but both should be taken early in the major as foundations for later courses. 3 Hrs. (alt. Fall)

ENGL 220 British Literature 1660 to Present Historical survey of the major movements and periods of English literature from the Restoration and Neo-classicism through 19th century Romanticism and Realism to the Modern period. ENGL 210 and 220 should be taken early in the major as foundations for later courses. 3 Hrs. (alt. Spring)

ENGL 230 Survey of American Literature Provides an overview of the particular properties and the major movements of literature in the United States as seen in the works of selected writers from the colonial period to the present. This course serves as a prerequisite for all other courses in American literature offered by the department. 3 Hrs. (alt. Fall)

ENGL 303 Major Figures in World Drama: Ancient Greece to the Renaissance Survey of dramatic literature from ancient Greece to the Renaissance with emphasis on the relationship of the plays to the physical circumstances of theatrical production and to the historical and cultural milieu of the period. 3 Hrs.

ENGL 304 Major Figures in World Drama: Renaissance to Modern Survey of dramatic literature from the Renaissance to the time of Ibsen with emphasis on the relationship of the plays to the physical circumstances of theatrical production and to the historical and cultural milieu of the period. 3 Hrs.

ENGL306 Creative Writing Study of principles of creative writing, with special attention to the various forms. The course will include study of principles of writing, with special attention to observation and reflection, form and meaning, modern usage and effective expression. 3 hrs.

ENGL 308 The Writing of Poetry Advanced practice in writing of po9etry and in scholarly criticism of contemporary poetry. This course is for serious poets with understanding of and experience in free verse and traditional forms. Prerequisite. ENGL 306. 3 hrs.

ENGL 309 Chaucer and Medieval Literature Readings in medieval English literature with emphasis on Chaucer and the Canterbury Tales. 3 Hrs. (alt. Fall)

ENGL 310 Writing of Fiction An intensive study of the writing of short fiction, focusing on a command of point of view, plot, and the use of selective detail to evoke both character and setting. Students will be expected to write approximately 30 pages of completed work, with extensive revisions over the course of the semester. 3 Hrs.

ENGL 313 Shakespeare Representative comedies, histories, tragedies and romances with emphasis on Shakespeare's development as a dramatic artist. 3 Hrs. (Spring)

ENGL 318 Seventeenth Century British Literature Study of poetry, drama and prose with emphasis on Jonson, Donne, the Metaphysicals and Milton. 3 Hrs.

(alt. Fall)

ENGL 322 Nineteenth Century British Literature Critical study of the development of romanticism and its influence throughout the Victorian period. Readings include poetry, nonfiction prose and the novel. Emphasis on authors, genres or themes may change. 3 hrs.

ENGL 324 Nineteenth Century American Literature Critical examination of major works and literary movements in nineteenth-century American literature, including the American "Romantics", the poetry of Emily Dickinson and Walt Whitman, the development of the American novel, the development of slave narratives and protest literature, the rise of Realism, and the development of an American literary identity. Prerequisite: ENGL 230 or permission of the instructor. 3 Hrs.

ENGL 325 The Novel Development of the novel as a literary form using selected works of English fiction from the 18th century to present. 3 Hrs. (alt. Fall)

ENGL 326 Modern British Literature Examination of British literature from the turn of the century to the 1950s. Emphasis on the works of Joyce, Yeats, Shaw and the Bloomsbury Group. Central themes and technical innovations in 20th-century poetry, fiction and drama will be explored. 3 Hrs. (alt. Spring)

ENGL 327 Modern Drama Study of world drama from the realism of Ibsen through naturalism, expressionism and symbolism to the current avant-garde theater. 3 Hrs. (alt. Fall)

ENGL 328 Modern American Literature This course examines modern American literature from the turn of the century to the present. The emphasis will be on Eliot, Frost, Williams, Stevens, Faulkner, Hemingway, Ellison, Malamud, Oates, Cather and Morrison. 3 Hrs. (alt. Spring)

ENGL 332 African American Literature Critical examination of work by African American authors and of movements within the African American literary tradition, which has developed both within and outside of dominant American culture. Topics may include the slave-narrative tradition, the Harlem Renaissance, Black protest novels, literary explorations of the African Diaspora, African American literary theory, and the development of an African American literary identity. Prerequisite: ENGL 230 or permission of the instructor. 3 Hrs.

ENGL 333 Southern Literature Study of the growth and development of the literature of the American South. The course will emphasize unique regional qualities of subject, theme and style. 3 Hrs.

ENGL 336 Tragedy Exploration of various possibilities of defining tragedy in terms of the protagonist, plot, an effect upon the audience, an attitude toward life or others. 3 Hrs.

ENGL 337 Comedy This course examines the nature of comedy as a literary form from low farce to sophisticated high comedy in prose fiction, film and drama. Beginning with classic examples from Aristophanes, Shakespeare and Moliere, the course will focus finally on the contributions of such modern writers as Shaw, Neil Simon and Woody Allen. Attention will center upon comedy's manipulation of language, character, plot and traditional "lazzi" to accomplish its special cathartic purpose of keeping humanity close to sanity and balance. 3 Hrs.

ENGL 350 Contemporary Literature This course provides an opportunity for examination of authors, genres and movements prominent on the literary scene since 1950. Topics will vary. May be repeated once with different topics. 3 Hrs.

ENGL 355 Special Studies in Literature: Drama, Fiction, Poetry

Students will read works of literature and interpret them in the light of modern critical essays and selected works by major authors. Seminar for seniors only. 3 Hrs. (alt. Spring)

ENGL 455 Independent Study Literature: Drama, Fiction, Poetry Independent study of a topic in drama, fiction, or poetry resulting in a research paper which is evaluated by two members of the department. Open to junior and senior majors with a 3.000 average in English. Student must have taken at least six hours of upper-level English courses and have permission of the department. 1-3 hrs.

ENGL 460 Studies in Literature and Criticism Students will read works of literature and interpret them in the light of modern critical essays and selected works by major authors. Seminar for seniors only. 3 Hrs. (alt. Spring)

ENVIRONMENTAL SCIENCE

ENVR 101 Environmental Science A study of some of the environmental issues confronting our modern society. Selected scientific principles are considered to the extent necessary for a basic understanding of environmental problems, and some attention is given to the role of science and technology in the development and possible solutions of the problems. Specific topics include natural ecosystems, human population, food production, energy, transportation, water pollution and air pollution. Three hours lecture, two hours laboratory a week. Lab fee $25. 4 hrs.

FOREIGN LANGUAGE

FREN 101, 102 Elementary French Presentation of the basic structure of the language, with emphasis on correct oral and written use of the language. 3 Hrs., 3 Hrs.

GERM 101, 102 Elementary German I and II Presentation of the basic structure of the language, with emphasis on correct oral and written use of the language. 3 Hrs., 3 Hrs.

LANG 101, 102 Elementary Foreign Language Fundamentals of grammar and phonetics, reading, writing and conversation. Specific languages can be offered based on demand and faculty interest. 3 Hrs., 3 Hrs.

SPAN 101, 102 Elementary Spanish Presentation of basic grammatical structure with emphasis on correct oral and written use of the language; introduction to the Hispanic civilizations. 3 Hrs., 3 Hrs.

FREN442 or SPAN442 Methods and Materials for Foreign Language Teaching Required for students who wish to teach foreign language at the secondary and/or elementary level. Study of current tends in methodology, resources, materials and strategies applicable to foreign language instruction. 3 hrs.

HISTORY

HIST 201 Western Civilization to 1600: the Emergence of the West A survey of the history of civilization from the ancient world to the European crises of the seventeenth century, with emphasis upon the political, social, cultural, and intellectual development of Western civilization. 3 Hrs. (Fall)

HIST 202 Western Civilization Since 1600: the West in the World A survey of the history of civilization from the end of the religious wars and the emergence of the great European powers to the crises of the twentieth century and nuclear age, with emphasis generally upon the political, social, cultural, and intellectual development of Western civilization. 3 Hrs. (Spring)

HIST 203 The United States to 1877 Rise of an American tradition; establishment of a nation; economic and social developments; expansion and sectional controversy; war and reconstruction. 3 Hrs.

HIST 204 The United States Since 1877 Settling the West; the triumph of business; reform movements and foreign affairs; the New Deal era; the Cold War era.. 3 Hrs

HIST 315 Oral History Examination of ways in which cultures were preserved in the past (folklore, work and protest songs, handicrafts, etc.) and the study of and practice in methodology of gathering and preserving historical information in oral form. 3 Hrs.

HIST 325 American Foreign Policy to 1945 Major themes in the history of American diplomacy to 1945 with emphasis on their applications, modification, and development in relation to America's increased responsibilities as a world power. Prerequisites: HIST 105 or 203 or 204 or permission of the instructor. 3 Hrs.

HIST 340 African-American History This course concentrates on the history of African-Americans from the colonial period to the present. It introduces students to the historical literature concerning the course of slavery in the United States, its abolition and aftermath, as well as the experience of free blacks in the North and South. It focuses on the institutionalization of segregation and African-American efforts to achieve equality in an unequal system, culminating in the civil rights movement of the recent period. Cultural history — art, literature, and music — are integral to the course, as is the experience of African-American women. 3 Hrs.

HIST341 Civil Rights Movements in Modern America In 1903 W.E.B. DuBois, the great African-American scholar and activitst, argued that "the problem of the twentieth century is the problem of the color line." This course explores the unraveling of the color line in postwar America from a political and cultural perspective. Central to our task will be an analysis of the strategies and tactics grass roots political activists employed in their assault on disfranchisement and Jim Crow segregation. We will also assess the tensions which emerged between a civil rights movement based on the principle of integration and a black liberation movement which emphasized self-separation. At the same time this course will examine the creation of an African-American "movement culture" that found expression in music, traditional arts, literature, and black power. Finally, we will assess the limitations of black political activism and the failed struggle for civil rights in the North. Prerequisite: HIST204, POLS 201, or permission of the instructor. 3 hrs.

HIST 343 The United States at War in Vietnam A study of our longest war, the U.S. involvement in Vietnam (1950-1974). Special attention will be given to the critical period 1963-1973, which began with the toppling of the Ngo Dinh Diem regime and ended with the withdrawal of U.S. troops. The course will cover many facets of the conflict from a diversity of perspectives. Prerequisite: HIST 105 or 204 or permission of the instructor. 3 Hrs.

HIST 345 Religion in America This course will provide students with a survey of the most important movements, people, and events in American religious history from the settlement of the colonies to the present. The course will examine Protestant, Roman Catholic, and Jewish traditions, as well as important cults and religious alternatives outside the traditional mainstream. Prerequisite: HIST 105 or 203 and 204 or permission of the instructor. NOTE: This course may be elected as RELG 345. 3 Hrs.

HIST 346 North Carolina History A careful study of the events and personalities which have shaped North Carolina. This course permits students to become actively engaged in historical analysis by focusing on local history, and in some cases, by visiting historic sites. Prerequisite: HIST 105 or 203 or 204 or permission of the instructor. 3 Hrs.

HIST 347 The Old South This course traces the history of the South from the 1780's to 1865. In particular, it will study the social, economic, political, cultural, and religious history of the old South, with special attention to the plantation system, the institution of slavery, gender relations, the sectional crisis and the Civil War. Prerequisite: HIST 105 or 203 or permission of the instructor. 3 Hrs.

HIST 348 The New South This course traces the history of the South from 1865 to the present. While political events from Reconstruction to the Civil Rights Movement frame the context, the course also examines the social and cultural context of the South through literature, art, and music. It pays particular attention to the history of race, gender, and labor issues that continue to occupy southerners today. It explores southern stereotypes and grapples with the question of regional difference and ideology. Prerequisite: HIST 105 or 204 or permission of the instructor.

HIST 349 The Civil War and Reconstruction This course will examine the social, political, economic, and cultural causes and consequences of the American Civil War and Reconstruction. The course will emphasize the African-American experience, the civilian experience, the common soldier's experience, the major military campaigns, and politics. Text and readings for the course will include, but not be limited to, the work of Bruce Catton, Archer Jones, Kenneth Stampp, and Michael Perman. Prerequisite: HIST 105 or 203 or 204 or permission of the instructor. 3 Hrs.

HIST350 Topics in Film and History This course will consider films as historical documents and the filmmaker as historian. The purpose of the cours is to explore major historical events and thematic topics in history as they are reflected in film and as they affect the making of film. Focus will be on the relation between the historical record and the film record. Topics will include such things as the Depression era, women and film, the Vietnam War. 3 hrs.

HIST351 Pop Culture and the Consumer Ethic in American History In the 1920s flappers and families dominated American comic strips. In the 1930s these strips were replaced by the likes of Buck Rogers, Dick Tracy, and Batman. Why the change and what does the shift tell us about America's transition from the Roaring Twenties to the Great Depression? In this course we will examine such questions, exploring the varied meanings behind expressions of popular culture and what such cultural forms tell us about the period in which they were created. This course will also explore the historical underpinnings behind the rise of mass media, paying specific attention the interplay between industrialization and mass production and a culture based on the principle of consumption. 3 hrs.

HIST 363 The History of Our Time This seminar is an exercise in the historical imagination. It considers those events and persons which dominate today's headlines, and considers them from an historical perspective. Specific themes will vary from semester to semester, but may include, for example, investigations of world conflicts, political controversies, social and economic developments, and cultural debates. Prerequisite: To be announced. 3 Hrs.

HIST 389 Topics in United States History Topics are announced annually.

Prerequisites: HIST 105 or 203 or 204 or permission of the instructor. 3 Hrs.

HIST 392 American Women Derived from primary sources of women themselves, this study examines the central role of women in U.S. history. The study focuses on the period 1830 to the present, with particular attention given to race, region, and class. 3 Hrs.

HIST 395 Intellectual History of the United States A study of the intellectual tradition of the nation and the unique synthesis of ideas that has characterized American thought. Through examination of a cross-section of the works of major intellectual figures and exploration of the modes of thought of various generations, the course aims to provide students with deeper insights into the development of the "American" mind. Among topics under consideration are: the Puritan Mind, the American Enlightenment, ideas of the New Republic, the Mind of the South, individualism, pragmatism, conservatism, and reform. Prerequisite: HIST 105 or 203 or 204. 3 Hrs.

HIST 397 The United States: 1920 to 1945 The domestic history of the United States from 1920 to 1945; stress placed on diverse cultural and intellectual developments with special attention to the strain of social change and the subsequent responses of the institutions and movements. Prerequisite: HIST 105 or 204 or permission of the instructor. 3 Hrs.

HIST 398 The United States: 1945 to the Present The domestic history of the United States during the post-World War II years; stress placed on the 1950s and 1960s and the intellectual, cultural, and social ferment from that period to the present. Prerequisite: HIST 105 or 204 or 397 or permission of the instructor. 3 Hrs.

HIST 449 Directed Readings in History Independent investigation of a topic through a program of directed readings. There will be an interpretive paper and oral examination conducted by department members. Open to majors with a B average in history after departmental approval of the topic. 1-3 Hrs.

HIST 450 Independent Study in History Independent investigation of a topic through the writing of a research paper; oral examination conducted by department members. Open to majors with a B average in history after departmental approval of the topic or project. 1-3 Hrs.

INTERDISCIPLINARY STUDIES

IDST 200 Interdisciplinary Studies An interdisciplinary course examining a major contemporary issue, offered in response to student and faculty interest. Elective credit only. 3 Hrs.

IDST 300 Interdisciplinary Studies An interdisciplinary course examining a major contemporary issue, offered in response to student and faculty interest. Elective credit only. 3 Hrs.

MATHEMATICS

MATH 099 Basic Mathematics This is a developmental mathematics course including topics generally found in high school algebra II. Credit for this course may not be used towards graduation. 3 Hrs. (Fall)

MATH 104 Mathematical Ideas This course will explore topics selected from number theory, probability theory, topology, and set theory. In addition, such areas as logic, modern geometries, chaos theory, and fractals may be addressed. Throughout, unifying concepts of investigation, conjecture, counter examples, and applications will be stressed. NOTE: This course does not prepare the student for subsequent enrollment in statistics or calculus. 3 hrs. (Spring, Summer)

MATH 105 Finite Mathematics Systems of equations, matrices, coordinate systems and graphs and an introduction to linear programming, stochastic matrices, the mathematics of finance, difference equations and mathematical models. All topics are applied to illustrate the uses of finite mathematics in other disciplines. High School Algebra. 3 Hrs. (Fall, Spring, Summer)

MATH 111 Precalculus Topics will include functions and their graphs, exponential and logarithmic functions, trigonometric functions, trigonometric equations, the theory of polynomials, systems of equations, sequences, and analytic geometry. 3 Hrs.

MATH 206 Statistical Methods An introduction to data analysis and statistical concepts. Interpretation and calculations for description of single variables and simple regression, basic probability, random variables, confidence intervals, and tests of hypotheses. Computer software is introduced. Prerequisite: MATH 103, 105, or above. 3 Hrs. (Fall, Spring, Summer)

MUSIC

MUSC 100 Introduction to Music Study of the basic materials of music, survey of the important composers and examination of selected masterpieces with reference to cultural background; technical knowledge of music not necessary for enrollment. 3 Hrs.

MUSC 200 Popular American Music 1900-1968 A survey of the blues, jazz, and rock'n'roll from the turn of the century to 1968. Important artists and composers will be studied and representative examples of the music will be experienced on record and, as resources permit, in live setting. It is designed for the general student and may be taken to fulfill the Hayworth College fine arts requirement. 3 Hrs.

MUSC 207 Music in America A survey of music and musical practices in the United States from colonial times to the present, with particular emphasis on those inherent qualities which have permeated America's serious and popular music over the past three centuries.

APPLIED MUSIC: PRIVATE INSTRUCTION

Piano, organ, strings, voice, harp, guitar, or other instrument. The general aim of private instruction is development of all phases of performance: technique, style, musicianship, interpretation, and repertoire. Instructors are assigned by the chairman of the department, and students usually remain with the same instructor throughout the course of study. Students registered for two credits per term receive 60 minutes of individual instruction; students registered for one credit per term receive 30 minutes of individual instruction. Fees range from $75 to $150 per course.

MUSC 171,181 Private Instruction in Applied Music One hour of daily practice required. May be repeated for credit. 1 Hr., 1 Hr. (Fall/Spring/Summer)

MUSC 172,182 Private Instruction in Applied Music Two hours of daily practice required. May be repeated for credit. 2 Hrs., 2 Hrs. (Fall/Spring/Summer)

NATURAL SCIENCES

NSCI101 Issues in Science This course will present issues of current interest in the sciences that are not offered on a regular basis in the curriculum. Topics are announced annually. May not count toward any science or mathematics major. May be repeated for credit under different subtitles. Three hours lecture a week. No prerequisites. 3 hrs.

NURSING

NURS 201 Introduction to Professional Nursing This non-clinical course introduces the student to professional nursing. This practice discipline is examined using the concepts relevant to nursing within the framework of the nursing process. 3 Hrs.

NURS 202 Health Assessment This course focuses on the development of the basic diagnostic technologies of assessment. Selected experiences with essentially healthy individuals enable students to integrate knowledge and skills of health assessment. Prerequisite: BIOL 111 and BIOL 111 Lab. 3 Hrs.

NURS 203 Introduction to Clinical Nursing This introductory clinical course focuses on the nursing process through selected theoretical knowledge and nursing technologies. Clinical experiences occur in a variety of settings. Lab Fee: $35. Prerequisite/Co-requisite: NURS 201 and NURS 202. 4 Hrs.

NURS 204 Pharmacology This foundation course focuses on classifications, physical actions, adverse effects and responses to medication therapy. Prerequisite/Co-requisite: BIOL 112 or permission of the instructor. 3 Hrs.

NURS 205 Nutrition This course includes the basic principles of human nutrition as it applies to all life cycle stages with emphasis on nutrients and their utilization in the human body. Food patterns, availability, acceptability, and safety are stressed as they relate to individuals and population groups. Open to all students. 3 Hrs.

NURS 260 Directed Study in Nursing This directed study is designed to encourage students to study a nursing topic of interest to the student and the profession. Contract objectives will be developed in consultation with a nursing faculty who will serve as mentor for the project. May be repeated for credit. 1, 2 Hrs.

NURS 300 Nursing: A Practice Discipline This non-clinical course focuses on the discipline of professional nursing. Concepts relevant to nursing are explored within the framework of the nursing process. A foundation in health assessment is an integral part of this course. Prerequisite: Registered Nurse or permission of the instructor. 4 Hrs.

NURS 303 Adult Nursing This clinical course focuses on the design and implementation of nursing systems with adults experiencing health deviations. Clinical experiences occur in a variety of settings. Course Fee: $35. Prerequisite: Acceptance to the nursing major. 9 Hrs.

NURS 307 Mental Health Nursing This clinical nursing course examines selected behavioral deviations through the life cycle. Clinical experiences occur in a variety of settings. Course fee: $25. Prerequisite: Acceptance to the nursing major, PSYC 304. 4 Hrs.

NURS 315 Parent-Child Nursing This clinical course focuses on the childbearing-childrearing family. Meeting the therapeutic self-care demands of the childbearing-childrearing families is the primary objective. Clinical practice occurs in a variety of settings. Course fee: $35. Prerequisite: NURS 303. Prerequisite/Co-requisite: PSYC 320. 9 Hrs.

NURS 360 Topics in Nursing This course is designed to investigate a current topic or specialized area of nursing. The topics vary from term to term and provide the student an opportunity to study a topic that is not offered on a regular basis in the curriculum. 3 Hrs.

NURS 400 Nursing Research In this writing intensive course, the students are introduced to the research process. This course focuses on the professional nurse as a research consumer. Critical appraisal skills are developed utilizing the existing body of nursing research to design a practice innovation aimed at the resolution of an identified nursing problem. Prerequisite/Co-requisite: All requisite

300 level nursing courses or permission of the instructor, and MATH 206. 3 Hrs.

NURS 401 Management in Nursing This survey course emphasizes management theory in health care delivery. Principles of management and changes within the health care system are related to nursing practice. Prerequisites: All requisite 300 level nursing courses, or permission of the instructor. 3 Hrs.

NURS 402 Community Health Nursing This clinical course examines nursing as a part of the larger health care delivery system. Emphasis is on identification of health needs and promotion of self-care of families and groups. Clinical experiences occur in a variety of community agencies. Course fee: $25. Prerequisite: All requisite 300 level nursing courses. 6 Hrs.

NURS 442 Complex Nursing Situations This clinical course focuses on analysis and synthesis of concepts from nursing and the physical, social, and behavioral science. Students refine, broaden and expand their perspectives of nursing practice. Course Fee: $25 Prerequisite: Registered Nurse, NURS 402. Prerequisite/co-requisite: NURS 401. 6 Hrs.

NURS 452 Nursing Perspectives Current trends and issues in professional nursing are explored. Projections of nursing for the future are made in light of historical bases and current trends. Prerequisite: Senior level nursing status. 2 Hrs.

NURS 460 Independent Study in Nursing Independent investigation of a selected topic in nursing is accomplished through faculty mentorship. Directed readings culminate in a scholarly paper. May be repeated for credit. 1,2,3 Hrs.

NURS 498 Nursing Internship I This clinical internship focuses on the application of concepts from nursing and the physical, social, and behavioral sciences to the clinical setting. Course Fee: $35 Prerequisite: NURS 315. Prerequisite/Co-requisite: NURS 401. 4 Hrs.

NURS 499 Nursing Internship II In this clinical internship course students continue to refine, broaden and expand their perspectives of professional nursing practice. Course fee: $35. Prerequisite: NURS 498. 2-4 Hrs.

GRADUATE NURSING COURSES

NURS 612 theoretical Foundations of Nursing Practice This course focuses on the development and analysis of knowledge from nursing and related disciplines. Theory as a foundation for nursing practice and nursing research will be examined. 3 hrs.

NURS 614 Issues in Advanced Practice Nursing This course is designed to foster a multidisciplinary approach to the resolution of health care issues. Practice, social, epidemiological, and environmental issues will be analyzed from the perspective of advanced practice nursing. 3 hrs.

NURS 624 Health Policy This course will focus on developing a comprehensive knowledge of how health policy is formulated, and how it impacts clinical practice and health care delivery. The use of the negotiation to influence the policy process will be discussed. 3 hrs.

NURS 626 Health Care Delivery Systems This course focuses on the ways health care is organized, delivered, and evaluated in community and population based systems. Prerequisite: BUSN610. 3 hrs.

NURS 628 Health Care Informatics This course focuses on developing an understanding of the concepts relevant to health care informatics and the use of information technology in health care organizations. A main focus is the use of computer applications to support clinical and administrative decision making.

Since students taking this course are expected to use the Internet and the World Wide Web, students need: a computer with abrowser that facilitates access to the World Wide Web, and an e-mail account. 3 hrs.

NURS 632 Research Methods This course focuses on research methodology, critical analysis of studies, and the relationship among theory, research, and practice. The development of a research project is begun that will be implemented in NUS634. Prerequisite: Statistics and computer literacy, and NURS612. 3 hrs.

NURS 634 Health Care Practicum This practicum focuses on collaboration between nurses in leadership roles and other members of the interdisciplinary health team. Graduate nursing students, paired with preceptors, have the opportunity to participate in the leadership of health care organizations, thereby, synthesizing all learning from previous course work. Students analyze health care organizations in the broader context of community health delivery systems. Case studies are analyzed in semianrs. A scholarly project is conducted and presented. Prerequisite: All other MSN required courses. 6 hrs

NURS 680 Independent Study This course is designed to meet individual learning needs that build on current courses in the curriculum. May be repeated for credit. 1, 2, or 3 hrs.

ORGANIZATIONAL COMMUNICATION

OCOM 301 Intercultural Communication The examination of the relationship between communication and culture. Students will explore the challenges of global business environments, international organizations and conducting business in international settings. NOTE: This course satisfies the International Issues requirement. 3 Hrs.

OCOM 303 Persuasion The study of theoretical and applied persuasive communication. Students will explore the broad theories of persuasion as they may assist in the analysis of communicated messages. Areas and theories to be studied include: attitude change; persuasive language; proof, evidence and reasoning; cultural appeals; negotiation and sales. The course's focus is on both becoming a critical receiver of persuasion and an effective persuader. 3 Hrs.

OCOM 305 Organizational Communication This course is designed to explore the broad theories and applications of organizational and managerial communication and to develop critical skills to improve communication in business settings. Students will investigate communication flow and processes within organizational contexts including: communication in management; work delegation; interpersonal relationships in the workplace; communication in small group contexts involving decision making, meetings and team building; conflict management; networking; sexual harassment and office politics. 3 Hrs.

OCOM 309 Communication Campaigns Communication campaigns are focused, large-scale efforts to exert social influence. This course deals with the planning, organization, implementation and valuation of various political, advertising, public relations and social campaigns. Students will analyze both classic and current communication campaigns as well as prepare and present their own campaign for a given organization, product, or issue. 3 Hrs.

OCOM 310 Communication in Management A study of the theory of how humans use linguistic and non-linguistic codes to establish, manage, and lead business relationships. The course includes outcome setting, dovetailing of outcomes with subordinates and superiors, increasing behavioral flexibility, and negotiating. 3 Hrs.

OCOM 313 Topics in Organizational Communication Intensive consideration for a single topic in organizational communication. The topics and prerequisites for this course will vary depending on the topic and instructor. 3 Hrs.

OCOM 315 Business Speaking and Presentation This is a skills-based course designed to give students knowledge and practice in developing communication abilities necessary for specific business contexts. Students will learn to prepare and present messages in all of the following communication situations: meetings, training, and sales. 3 Hrs.

OCOM 317 Gender in the Workplace: Communication, Power and Sex This course examines the theories and applications of gender studies in the context of the working relationships between women and men. Areas to be studied include: basic gender theories; conversational rituals; nonverbals and status; "when she's the boss" - women and authority, directness in work delegation; communication in meetings; and mixed group vs. same sex group interaction. 3 Hrs.

OCOM 350 Independent Study in Organizational Communication A program of directed readings or a research project. Requires approval of the supervising professor and the division chairperson. Prerequisite: Core courses in the OCOM major. Open to senior organizational communication majors with a 3.000 GPA in the major. 1-3 Hrs.

GRADUATE ORGANIZATIONAL COMMUNICATION COURSES

OCOM 602 Research Methods
This course is designed to provide an in-depth study of techniques and procedures used in research in organizational communication. Both theory and application of research will be emphasized. Students will conduct several in-class and field studies and prepare reports that will include literature review, data analysis, and conclusions/implications of the study. These studies will represent the variety of data techniques used in the field including, observational methods, survey research, focus groups, and experimental designs. A final research proposal will serve as a measure of accumulated knowledge. 3 hrs.

OCOM 604 Seminar in Organizational Communication The focus of this course is on how organizations communicate to their employees —especially front line, non-supervisory workers. The topic is arguably one of the most important in contemporary organizational communication theory and practice. The course requires that students apply theory to actual communication events in a real organization to which they have (or can obtain) access in a process of analysis, evaluation and problem solving. 3 hrs.

OCOM 610 Communication and Management This is a seminar in communication and management which explores the emerging management paradigm, contrasts it with traditional approaches and explores the changing organizational communications issues. Topics will include: individual motivation, self-directed work teams, quality management, organizational structures, and strategic planning. 3 hrs.

OCOM 612 Seminar in Persuasion
The communication process by which the perception of value is created is persuasion. A major goal for the course is to increase your awareness of how you use verbal and nonverbal codes to influence others and how others use the same codes to influence you. 3 hrs.

OCOM 614 Communication and Ethics in Organizational Contexts
This course examines and analyzes individual, organizational, and societal ethics,

particularly in relation to communication. A case-analysis method (including relevant ethical theories) will be used to approach ethical dilemmas on the individual and social policy levels. Students will be urged to explore and develop their views on right and wrong action, and on the good person, good life, and good community. 3 hrs.

OCOM 616 Seminar in Small Group Communication The study of the form, process and function of small groups, with particular emphasis on work teams in the contemporary organization. 3 hrs.

OCOM 618 Seminar in Gender and Diversity in Organizational Settings An examination of the role of communication in creating and maintaining stereotypical differences based on sex, sexual orientation, race and ethnicity in interpersonal relationships in organizational settings. 3 hrs.

OCOM 620 Advanced Communication Theory A survey of advanced theories in the study of communication and of the leading scholars who have made important contributions to the field. Theories to be studied include: basic information theory; theories involving the creation of shared meaning; organizational communication; interpersonal and gender communication; group communication; mass communications involving mass media and media effects; and intercultural communication. Students will also explore how these theories can be applied to their everyday work and personal interactions. Prerequisite: COMM300 or permission of the instructor. 3 hrs.

OCOM 622 Seminar in Intercultural Communication The study of intercultural communication is first and foremost a study of change—the change we must make to interact successfully with people who are different from us, not only in language and nonverbal codes, but also in the deep structure of perception, beliefs, values and the cultural patterns of individualism, materialism, equality, and work. The purpose of this course is to assist you in acquiring the knowledge and skills necessary to be more effective in establishing rapport and achieving other responses you desire in your interactions with people from different cultures now and for the remainder of your professional and personal lives. 3 hrs.

OCOM 624 New and Emerging Communication Technologies This course involves the study of how organizations are and will be utilizing electronic (e.g., intranet, inter-net, videoconferencing) methods of creating and sending messages for internal communication with employees as well as external communication with customers, regulatory agencies, shareholders, and suppliers. 3 hrs.

OCOM 626 Capstone Seminar in Organizational Communication This is the capstone course of the program. The course requires, through intensive case study , the integration of the major theories and principles from each of the preceding courses so that the student creates a defining perspective of the entire program of study. The preparation of an integrative project is required. 3 hrs.

OCOM 628 Topics in Organizational Communication

This course will require Intensive consideration of a single topic in organizational communication. Topics and prerequisites will vary depending on the topic and instructor. 3 hrs.

OCOM 650 Independent Study

A program of directed readings and a research project. Requires approval of the supervising professor. 3 hrs.

PHILOSOPHY

PHIL 203 Introduction to Philosophy

Introductory study of the perennial questions of philosophy and the various methods by which philosophy has tried to answer them. 3 Hrs.

PHIL 204 Introduction to Logic A study of the major forms of reasoning — deductive, inductive, and explanatory — used in everyday life, science, and philosophy. Attention will be given to the use of logical techniques in problem-solving. 3 Hrs.

PHIL 207 Ethics Study of the theories and writers in moral philosophy; practical questions considered in the context of major questions of good, duty, right; consideration of problems in social ethics; and the critical analysis of contemporary moral problems. A student may not receive credit for both PHIL 207 and LLRN 410 without the prior approval of the department chair. 3 Hrs.

PHIL 305 Medical Ethics An investigation of the major ethical dilemmas arising with the life sciences. The course intends to assist students to identify, analyze and decide ethical issues in such a way that they can defend their positions to themselves and to others. Some of the issues to be investigate are abortion, death and dying, patient rights and justice in the allocation of medical resources. 3 hrs.

POLITICAL SCIENCE

POLS 101 Contemproary Political Questions This course provides an introduction to the basic questions and approaches to the study of politics. It examines basic concepts and ideas of political discourse such as power, security, legitimacy, leadership, social structure, inequality, political institutions, and collective action. A central theme of the course will be: "What is the best political society?" Case studies, novels, and videos will be used to relate concepts and ideas to current political issues. 3 hrs.

POLS 201 American Politics Origins and development of the constitution and the federal system; introduction to the presidency, Congress, Supreme Court; political parties and pressure groups as actors in politics; conservatism and liberalism as motivating philosophies. 3 Hrs.

POLS 250 Introduction to Comparative Politics Introduction to comparative study of politics. Examines the nature of contemporary political systems and explanations for how and why they vary. Examines the historical process of political change and development as well as country-specific political institutions, practices, and policies. NOTE: This course satisfies the International Issues requirement. 3 hrs.

POLS 270 Introduction to World Politics Introduction to the behavior of nation-states in the contemporary world system; examination of concepts and problems regarding security, international organizations, and human rights. ECON 203 recommended. NOTE: This course satisfies the International Issues requirement. 3 Hrs.

POLS300 Current Topics in Political Science The study of selected approaches to the study of political activity or specialized topics of contemporary political science research. Possible topics include political psychology, political economics, and political fiction. Topics to be announced the term prior to offering. 3 hrs.

POLS 301 European Politics Comparative analysis of political culture, institutions and behavior in selected modern European nations; emphasis on the United Kingdom, France, Germanyu and Italy. Examination of therole of the European Union in shaping modern Europe. Prerequisite: POLS 250 or permission of instructor. 3 hrs.

POLS 305 China, Japan, Korea Introduction to the contemporary politics and societies of China, Japan, and the Koreas. Emphasis on their historical development, political-economy and role in regional and international systems.

3 hrs. Prerequisite: POLS 250 or permission of the instructor.

POLS 306 Politics of Developing Countires F\Introduction to the processes of political development and change, and to problems confronting developmental efforts of an emerging nation; emphasis on selected African, Asian and Latin American nations. Prerequisite: POLS 250 or permission of the instructor. 3 hrs.

POLS 313 Constitutional Law and Judicial System Examines major decisions by the United States Supreme Court in the areas of legislative and executive power, commerce, civil rights and civil liberties. Examines the structure and function of the American court system, its relationship to the political process, the basis for legal argument and judicial decision-making. Participation in moot court exercises required. Prerequisite: POLS 201 and sophomore standing, or permission of instructor. 3 hrs.

POLS 315 Congress and the Presidency Examination of the structures, functions and politics of the United States Congress and the Presidency including the electoral process, conflicts in dcision-making, and policy outcomes. Prerequisite: POLS 201 or permission of the instructor. 3 hrs.

POLS 320 Ethnic, Minority and Gender Politics An examination of the struggle for political, social and economic rights on the part of ethnic minorities, religious minorities, and women in America. Focus is on political struggles, past discrimination, and present inequalities. A central question of the course looks at the extent to which opportunities for success are available to all groups. Groups examined include African-Americans, Latinos, Asians, Native Americans, Jews, and women. 3 hrs.

POLS 326 Contemporary American Foreign Policy Analysis of the role of the United States in contemporary world politics; emphasis upon the nature of the foreign policy-making process and the rationale, content, and impact of contemporary American international actions and policies. Prerequisites: HIST 204 or permission of instructor. NOTE: This course satisfies the International Issues requirement. 3 Hrs.

POLS 335 Social and Political Thought Examination, comparison and evaluation of major past and contemporary political thinkers, their ideas and impact upon society. 3 hrs.

POLS 340 Environmental Politics This course examines key issues in the area of environmental protection, focusing on how political actors make decisions about environmental policy. A look at the historical evolution of environmental issues, the extent of an environmental "crisis" and related moral and ethical questions. Topics include population growth, land and water protection, air quality (including ozone depletion and the greenhouse effect), the protection of animal life, and the disposal of regular, toxic and nuclear waste. 3 hrs.

POLS 425 Contemporary Chinese Politics Analysis of the domestic and foreign politics of the People's Republic of China. Emphasis on modernization and political change. Prerequisite: POLS 250 or permission of instructor. 3 hrs.

POLS 460 Major Issues In Politics In-depth examination of a major issue through readings, major writing assignments and class discussion. Topics vary based on faculty and student interest. Possible topics include democracy, nationalism, religion and politics, women in politics, revolution, development, the world system, environmental law, international political economy, state and society. Prerequisite: junior standing and 12 credit hours in political science, or permission of the instructor. 3 hrs.

PSYCHOLOGY

PSYC 201 General Psychology Survey of the field of psychology emphasizing the results of scientific investigations in the area of behavior. 3 Hrs. (Fall, Spring, Summer)

PSYC 302 Psychology of Personality Survey of selected theories of personality and principles of personality development. Prerequisite: PSYC 201. 3 Hrs. (Summer)

PSYC 303 Social Psychology Study of the behavior of the individual in society, including attitude formation and measurement, interpersonal perception, and the behavior of the individual in groups. Prerequisite: PSYC 201. 3 Hrs. (alt. Fall)

PSYC 303 Experimental Social Psychology Application of experimental methods to problems of social psychology such as attitude change, conformity, and leadership. Special problems of research design and techniques peculiar to the area of social psychology are considered. Three hours laboratory per week. Prerequisite: PSYC 303. 1 Hr.

PSYC 304 Abnormal Psychology A study of the deviant individual from both the dynamic and behavioral viewpoints. The diagnosis, etiology, treatment, and prevention of maladaptive behavior are considered. Prerequisite: PSYC 201. 3 Hrs. (Spring)

PSYC 305 Introduction to Counseling An introduction to various theories of behavior change, including dynamic, behavioral, cognitive, humanistic, and existential approaches to therapy. Individual, group, and family therapies will be discussed. Prerequisite: PSYC 201 and either PSYC 302 or 304. 3 Hrs. (alt. Fall)

PSYC 306 Experimental Methods of Psychology Application of experimental methods to problems in perception, learning, and social behavior. Principles of research, including experimental design, uses of apparatus, and procedural and statistical control are considered. This course must be taken concurrently with PSYC 306L. Prerequisite: MATH 206. 3 Hrs. (alt. Fall)

PSYC 306 Laboratory in Experimental Psychology Study of techniques and procedures of psychological research and conducting of experiments in learning, perception, sensory processes, motivation, and social behavior. Three hours laboratory per week. This course must be taken concurrently with PSYC 306. 1 Hr. (alt. Fall)

PSYC 308 The Exceptional Child Study of the psychological problems of children who deviate from normative patterns of growth and development. Prerequisite: PSYC 320 or permission of the instructor. Prerequisite: PSYC 201. 3 Hrs.

PSYC 311 Psychological Tests Introductory study of principles of test evaluation and interpretation and consideration of examples of the major types of psychological tests in reference to these principles. Prerequisite: PSYC 201 and MATH 206. 3 Hrs.

PSYC 312 Sensation and Perception An introduction to the processes by which humans receive and interpret information from the environment. Sensory coding, information processing, perceptual development, perceptual illusions, and psychophysical methods are among the topics discussed. Prerequisite: PSYC 201. 3 Hrs.

PSYC 314 Psychology of Learning Survey of empirical findings on respondent and operant conditioning, and on human verbal learning with consideration of research methods and design; critical examination of historical and contemporary learning theory. Prerequisite: PSYC 201. 3 Hrs. (alt. Spring)

PSYC 315 Laboratory in Conditioning

and Learning Conducting experiments in respondent and operant conditioning and in human verbal learning. Prerequisite/Co-requisite: PSYC 314. Three hours laboratory per week. 1 Hr.

PSYC 316 Cognitive Psychology Scientific study of mental processes involved in the acquisition, storage, retrieval, and use of knowledge. This course covers theory and research in cognitive psychology as applied to topics such as attention, memory, language, and problem solving. Prerequisite: PSYC 201. 3 Hrs.

PSYC 320 Developmental Psychology An introduction to developmental processes from conception to old age. The emphasis in the course is on developmental principles, theoretical views, and recent research. 3 Hrs. Prerequisite: PSYC 201. (Fall, Summer)

PSYC 330 Psychology of Adulthood and Aging This course will provide an examination of the factors that contribute to the psychological profile characterizing adulthood and old age, with concentration on old age. Emphasis will be placed on theories and processes underlying continuity and change with age. Field trips to a nursing home will augment class lectures and serve as a basis for discussion of new issues in applied research and service provision for older persons. Prerequisite: PSYC 201. 3 Hrs.

PSYC 352 Topics in Psychology Intensive consideration of a problem in psychology. The topic for the course will vary from term to term. May be repeated with different subtitles. Prerequisites: PSYC 201 and Sophomore status or above. 3 Hrs.

PSYC 400 Advanced General Psychology I A restudy and synthesis of basic psychological principles. Prerequisites: 21 hours of psychology courses and senior status. 2 Hrs. (alt. Fall)

PSYC 401 Advanced General Psychology II Consideration of the major areas of psychology from classical positions through contemporary viewpoints. Prerequisite: PSYC 400. 3 Hrs. (alt. Spring)

PSYC404 Psychopathology in Childhood and Adolescence An introduction to the scientific psychological study of behavior disorders in childhood and adolescence. Students will learn to identify the most common manifestations of these disorders and to understand the various current theories of their etiology and dynamics. These disorders will be studied from several different vantage points, including the psychodynamic, family systems, socio-cultural, developmental, and the biological. Prerequisites: PSYC201, 304 and either 302 or 305 or permission of the instructor. PSYC320 is strongly recommended. 3 hrs.

PSYC 412 Physiological Psychology Introduction to the nervous system and internal environment and their effect upon behavior. Normal and abnormal conditions discussed with respect to sensation, learning, emotion, and motivation. Prerequisite: PSYC 201. 3 Hrs. (alt. Spring)

PSYC 421 Organizational Behavior An examination of the behavioral aspects of organizations within our society. Specific topics include the interrelationships between individual and informal and formal groups; group formation, cohesiveness, conformity, norms, interpersonal communications; conflict; authority, power and influence; leadership, motivation and performance. Prerequisite: PSYC 201. 3 Hrs.

PSYC 449, 450 Independent Research Opportunity for independent investigation of topics by means of reading and/or experimentation. First term is devoted to formulating the problem, determining its method of investigation, and compiling a bibliography; second term, to collecting the data and writing a report. Prerequisites: Permission of the department; also, PSYC 449 is prerequisite to PSYC 450. 1 Hr., 3 Hrs.

PSYC 452 Directed Readings in Psychology Independent investigation of a topic through a program of directed readings; oral examination conducted by department members. Admission by permission of instructor. May be repeated. 1, 2, or 3 Hrs.

RELIGION

RELG 105 Introduction to the Study of Religion An introduction to religious thought and experience including sociology of religion, history of the Christian Church, theology, ethics, and comparative religions. 3 Hrs.

RELG 205 The Old Testament (Hebrew Scriptures) Introduction to the nature of the biblical writings and to methods of Bible study. The history, literature, and faith of the people in Israel as seen in the Old Testament. 3 Hrs. (Fall, Summer)

RELG 206 The New Testament The history, literature, and faith of the early Christian community as seen in the New Testament. Students intending to take six hours in Bible should enroll in 205 prior to RELG 206. 3 Hrs.

RELG 210 Introduction to World Religions A study of the religions of the world, including prehistoric beginnings. Study will include religions indigenous to North America, Africa, India, China, Japan and the Middle East. Major emphasis will be on Judaism, Christianity, and Islam as religions of the West; and Buddhism, Hinduism, and Taoism as religions of the East. NOTE: This course satisfies the International Issues requirement. 3 Hrs.

RELG 310 The Book of Revelation and Apocalyptic Thought An examination of the origin and meaning of apocalypticism, particularly the New Testament apocalypse, the book of Revelation. Students will also study the influence of apocalypticism in English literature and on contemporary life and thought as reflected in political movements (communism, for example), popular songs and films, television evangelism, and current religious thought. No prerequisite, although a course in the New Testament would be helpful. 3 Hrs.

RELG 345 Religion in America Historical analysis of American leaders and movements in religion, with special attention to continuing social and theological problems. Students may elect this course as HIST 345. 3 Hrs.

SOCIOLOGY

SOCI 203 Principles of Sociology Basic concepts and principles of sociology; relationships and meaning of culture, society, personality, and interaction; analysis of group structure and social organization. 3 Hrs. (Fall, Spring, Summer)

SOCI205 Cultural Anthropology Comparative study of culture with emphasis on pre-literature societies; past and present variation of man and culture. Factors in stability and change and relation of culture to personality. 3 hrs.

SOCI 302 Social Issues and Problems A sociological consideration of critical issues in contemporary society relating to individual deviation, social disorganization and social change; emphasis on causal factors, societal response, and proposed solutions. 3 Hrs.

SOCI 304 Marriage and Family A study of the family as a social institution; types of family life; changing familial roles in contemporary society. 3 Hrs.

SOCI 308 Individual in Society Study of the various social agents and processes that act on the individual throughout life to mold behavior into socially approved patterns. Focus on American society and the influence of the family, the media, the school, the peer group, and the workplace on individual behavior. Examines the processes of socialization as they are affected by sex, race, and social class. 3 Hrs.

SOCI316 Women in Society An analysis of the female in regard to sex-role stereotyping through an examination of the status of women, cross-cultural role differences and the dynamics of socialization. 3 hrs.

SOCI340 Social Inequality An examination of systems of social stratification; theoretical perspectives on stratification and differentiation; the interaction of class and status; consequences of class differences in modern America. 3 hrs.

SOCI345 Racial and Ethnic Minorities Analysis of majority-minority group relations and social processes. Study of origins and consequences of prejudice. Focuses on experience of ethnic and racial minority groups in American culture. 3 hrs.

SOCI350 Topics in Sociology and Anthropology Investigation of a single topic or area in sociology or anthropology. The topic may vary from term to term. May be taken more than once with different subtitles. 3 hrs.

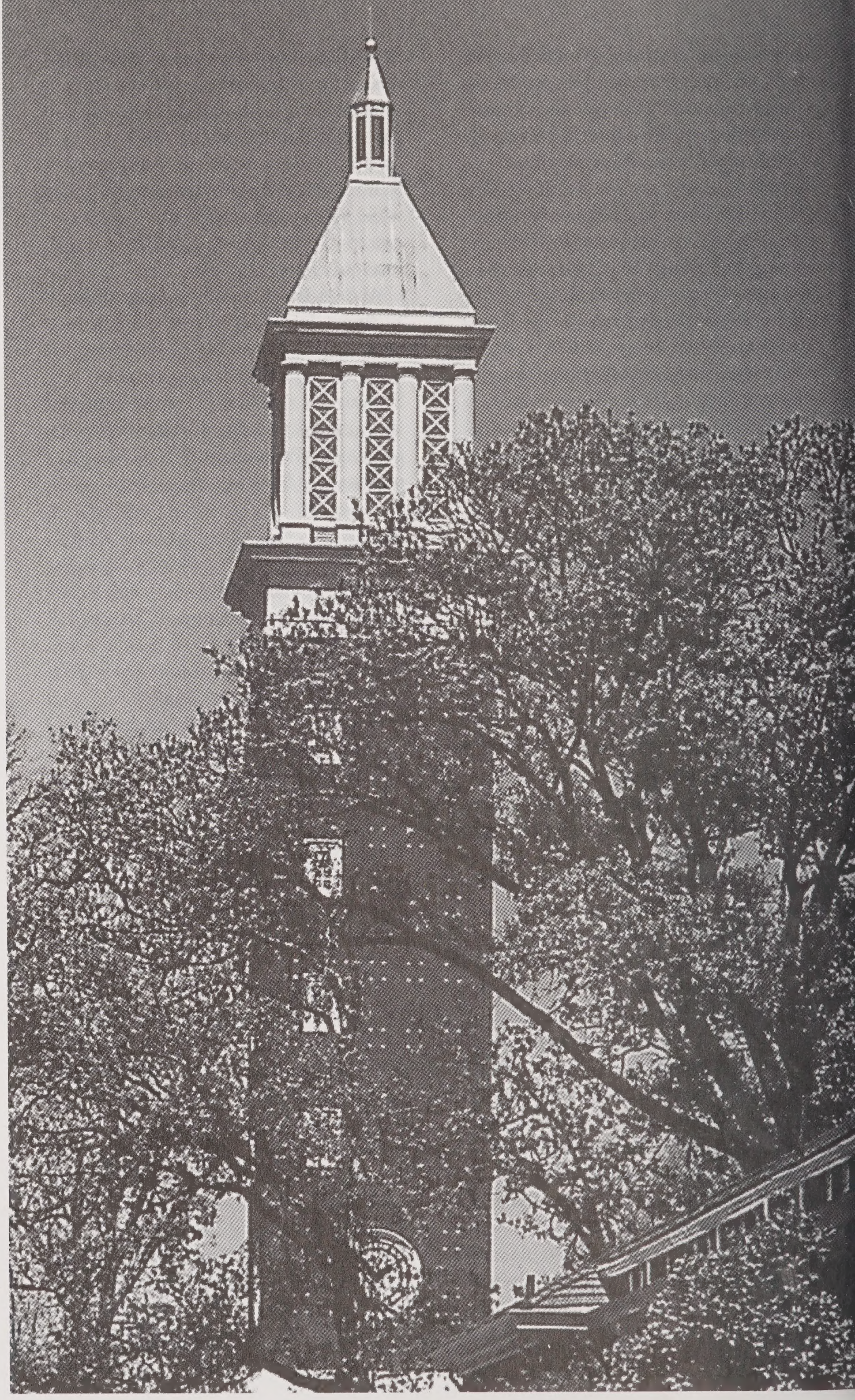
SOCI 425 Urban Sociology A study of the genesis, growth and spatial patterns of cities, including an analysis of the distribution and function of metropolises from an ecological perspective. Attention is also given to contemporary urban problems. 3 Hrs.

SPANISH

SPAN101 Elementary Spanish I Presentation of basic grammatical structure with emphasis on correct oral and written use of the language; introduction to the Hispanic civilization. 3 hrs.

SPAN103 Introduction to Spanish for the Medical Professions Introduction to vocabulary needed in situations often encountered in the medical field. Students will increase their command of Spanish oral and written communication while using vocabulary pertinent to their expertise. Prerequisite: SPAN101 or permission. 3 hrs.

SPAN104 Introduction to Spanish for Business Introduction to vocabulary often needed in commercial situations. Students will increase their command of Spanish oral and written communication while using vocabulary pertinent to their profession. Prerequisite: SPAN101 or permission. 3 hrs.



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to Hayworth College	337-2314
to McColl School	337-2224
Academic Advising	
Undergraduate	337-2253 or 337-2582
Graduate Education	337-2565
Graduate Nursing	337-2295
Graduate OrgComm	337-2565
Billing or charges	337-2350
Campus housing	337-2313
Career planning	337-2337
Computer lab	337-2303
Dining hall	337-2409
Dropping or adding a course	337-2253 or 337-2582
Immunizations	337-2220
Library use	337-2401
Parking permits, parking tickets	337-2306
Recreational facilities	337-2509
Registration	337-2307
Schedules	
Undergraduate	337-2307
Graduate	337-2307
College of Arts and Sciences	337-2324
Snack bar	337-2283
Student ID card	337-2306
Tests	
GMAT test information	337-2224
GRE test information	337-2313
Transcript requests	337-2211
Withdrawal from a course	337-2307

The area code for Queens College is 704

Directory

Call

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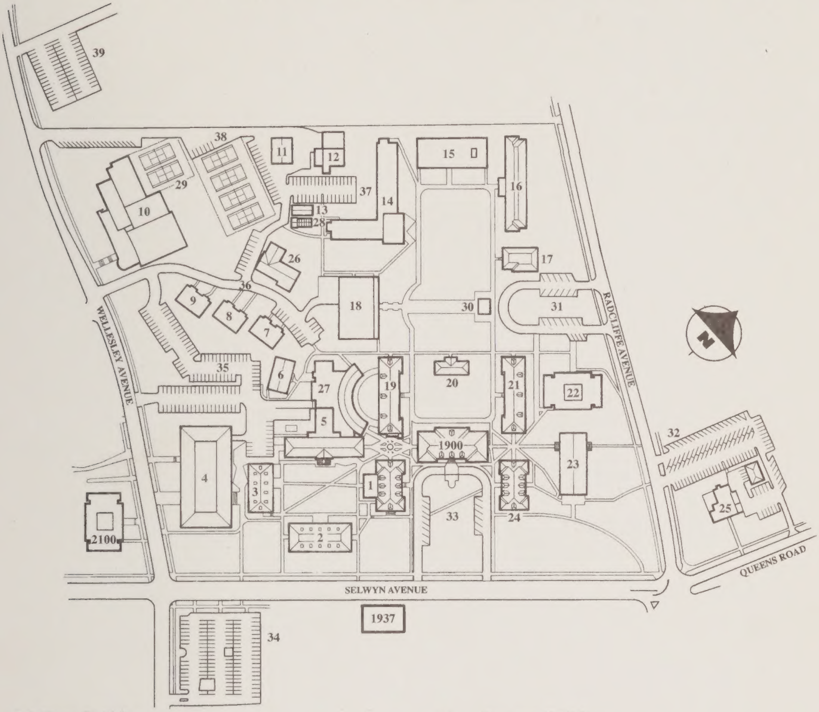
QUEENS COLLEGE

1900 Selwyn Avenue, Charlotte, NC 28274



1. McEwen Building
   Liberal Learning, International Experience, Writing Center, Tutoring Center
2. Walker Science Building
   Dickson Microcomputer Center
3. Dana Building
   MBA and EMBA Admissions, McColl School of Business
4. E.H. Little Fine Arts Center
   Dana Auditorium, Suzanne Little Recital Hall
5. Morrison Dining Hall (adjoins Trexler College Center) – Bookstore, Ceramics, Post Office
6. Tillet Building Sculpting Lab
7. Faculty Club/Greek Lodge
8. Greek Lodges
9. Greek Lodges
10. Ovens Athletic Center
    Pool, weight room, basketball court, dance studio
11. Maintenance Shop
12. Heating Plant
13. Campus Services
14. Harris Residence Hall
15. Wallace Residence Hall
16. Belk Residence Hall
17. Stultz Building
    Campus Police, Vail Program of Nursing
18. Everett Library
19. Watkins Art Building
20. Blair Building – Career Center
21. Hayes Residence Hall
22. Albright Residence Hall
23. Belk Chapel
24. Jernigan Building
    Business Office, Student Development, College of Arts and Sciences Academic Services, Registrar, Financial Aid
25. Harris House
    Continuing Education, Monart School
26. Irwin-McKay Health Center
27. Trexler College Center
28. Greenhouse
29. Tennis Courts
30. Clock Tower

1900 Burwell Hall
   College of Arts and Sciences Admissions, Development, Hayworth Admissions and Academic Services, Provost, Institutional Advancement, Alumni Affairs

2100 Barnhardt Hall
   Residence Hall, ELS Language Centers

1937 Withers House – Special Events Coordinator

Parking Areas

31. Library Circle – College permit & visitors
32. Albright Lot – College permit
33. Burwell Circle – Reserved and visitor parking
34. Wellesley Lot
35. Fine Arts Center Lot – College permit
36. Greek Row -- College permit
37. Harris Hall Lot – College permit
38. Sports Lane – College permit
39. Myers Park Traditional School Lot
    Cars may park between 5 p.m. and 8 a.m. Buses must contact Campus Police or Special Events Coordinator before parking.

Hayworth College Queens College of Charlotte

1900 Selwyn Avenue
Charlotte, North Carolina
28274

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